

**Lower Providence Community Library
Board of Trustees meeting
December 17, 2018**

The meeting convened at 6:00 p.m.

Present: Nancy Klein, president; David Nawrocki, Lucy Arnold, Earl Catagnus, Art Miller, Lynn Burkholder, library director; and Erin McCool, guest.

Approval of minutes: The minutes of November 19, 2018, were approved. Notes from the Nov. 30 meeting with the township were reviewed.

Treasurer's report: Lynn reported for Ben Simkin, noting that at year end 2018 we are slightly ahead of our budget estimates. Returns from our annual library appeal have been strong and are still coming in. Nancy reported that the supervisors at their recent budget meeting called for a 2- mill real estate tax increase but no reduction in the budget for the library.

Library Director's report: Lynn reported on a suit brought against the township and the library by a woman injured in a fall on the sidewalk in front of the library last May. The library will handle the suit through Utica Insurance Company. There should be no cost to the library.

Lynn has subscribed to a service that identifies grants available for libraries. Earl mentioned the Foundation Center, another source of possible grants. Nancy raised the possibility of hiring a grant writer to apply for grants to the library.

Lynn distributed a revised staffing plan which incorporates additional responsibilities that have already been assumed by some of the top staff. She stated that the revised program reflects the duties currently being performed by the library staff. Our 2019 budget reflects a 2 percent raise for most of the staff and a 3 percent raise for others. The budget also provides for the usual staff bonuses at the end of the year. The annual staff dinner was held at Chadwick's Restaurant on December 16.

Lynn also distributed the results of the user survey responded to by some 700 library patrons, two-thirds of them Lower Providence residents. The survey results will be considered when the board committee draws up a new strategic plan for the library.

New board member: Nancy introduced Erin McCool who has volunteered to be a member of the board, replacing Lucy Arnold who will retire. Erin is Director of Education for the Riverbend Environmental Center and formerly served 14 years with the Philadelphia Zoo. On motion by Earl, seconded by David, Erin was unanimously approved for membership.

Spring fundraiser: We will stage the popular wine tasting event fundraiser again in spring 2019. Lynn reported that the wines for the event have been ordered.

Budget for 2019: The budget, prepared by Ben Simkin and Lynn Burkholder, was distributed. The budget for \$766,250 is similar to the budget for 2018. Budget was approved unanimously on motion by Earl, seconded by David.

Charitable Collection policy: The policy was approved unanimously after one addition.

Whistleblower policy: This existing policy was also approved unanimously. Lynn mentioned that it had never actually been used during her career at the library.

Meeting adjourned at 7:20 p.m.

Arthur Miller, Secretary