

Monday April 16, 2018

Lower Providence Community Library

Board of Trustees meeting

The meeting convened at 7:06 p.m.

Present: Nancy Klein, Lucy Arnold, Lynn Burkholder, Lisa Bono, David Nawrocki, Earl Catagnus, Kathie Eskie and Lisa Yanak (friends of the library) and Gary Neights (Township Supervisor liaison).

Excused: Arthur Miller, Ben Simkin.

Approval of minutes: The minutes of the March meeting were approved on motion by Earl Catagnus, seconded by Lisa Bono.

Treasurer's Report (Ben absent): Lynn shared Ben's comments, expenses more than income. Township support unpredictable. Debt repayment was paid twice in March (one for April) so we are a month ahead. Principal payment due in May. Friends contribution in March was for \$7500. Report motion by Earl, Lucy second.

Friends of the Library Report (Lisa): Friends made contribution in March because \$5 book sale was successful. Next book sale is June 9th. Goal is to make larger donation this year if possible. Have some new friends in the group but looking to recruit new friends.

Library Director's Report (Lynn): Library had several weather closures in March. Significant cracks in parking lot need repair. Township has scheduled. Will proceed with furniture order. Knoll bid helped lower Reed bid. Will be completed by summer, in 6-8 weeks.

Spring Fundraiser: \$13k versus \$16k prior year. Need more help for clean up; clarify roles. Look to schools for volunteer hours. Potential dates for next year are March 23rd or March 30th. They won't interfere with Easter. Need to get signs out earlier next time. Board should play more active role in recruiting sponsorships. Should send handwritten letters to thank major donors.

Old Business:

Library Sign: sign regulations were modified per Don Delamater and Bill Roth. Sign is 12 years old. Changed timing. On sign to 12 seconds to allow traffic to see more content. Discussed adding a banner for library on post in lot.

New Business:

Spring Appeal Letter: comment about mentioning savings in downloads. Include opt out/ anonymous option. Focus to start publishing donors in November as part of annual report.

Circulation Policy Review: added WIFI hotspots and removed DVD fees.

Township Open House: May 9th, 5-8 p.m. Lynn and Nancy can attend.

Committee Reports:

Personnel Committee: Met previous week. One employee who is PT at 20 hours per week doesn't get paid time off. Continuing education required. Lynn researched offering paid time. A vote was taken to amend the Personnel Policy to change the eligibility for Paid Personal Time Off to 20 hours of work per week.

Lisa Bono motion to approve, Earl seconded motion.

Strategic Plan Committee: Mission and Vision statement updates proposed. One change recommended by

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David.

Mission motioned by Lucy for approval and Lisa seconded motion. Vision motioned by David and Earl seconded motion.

Shannondell: Nancy contacting activities director. Idea to have a librarian show how residents can utilize resources, music. Lynn will contact Robin. Also Jim Sorom, CEO is a good contact; suggested to get him a proposal by Kathy.

Future Business:

Fall Fundraiser: Usually held Friday before Halloween. Previous had conflicts with Skyview and PJP. Meeting set with fundraising committee May 8th at 1:30.

Meeting adjourned 8:32 p.m. on motion by Earl, seconded by Lucy.