

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

The meeting convened at 7:00 p.m.

Present: Nancy Klein, president; Ben Simkin; Lisa Bono; Lucy Arnold; David Nawrocki; Art Miller; Lynn Burkholder, Director; and Gary Neights, liaison.

Approval of minutes: Minutes of the August 20, 2018, meeting were approved on motion by Lisa, seconded by Nancy.

Treasurer's report: Ben reported monthly income and outlays were normal. The outside audit of the library finances has been completed and members were given a copy. Lynn will distribute a copy as required to state officials, to the township supervisors and to the district library consultant. Motion to approve by Lucy, seconded by Art.

Friends of the Library: Nancy reported for the Friends that the recent book sale had been a financial success. For the library staff, the Friends plan to have a catered breakfast as well as a luncheon, two events to thank the staff. The Friends will donate five raffle baskets for the November Casino Night fundraiser and will market a calendar as well.

Library Director's report: Judy Snook has retired after 12 years of storytelling for 4-6 year-olds. Regan Nelson will replace her. Sandra Moles, Kelly Norton and Lynn brought a library information display to "Back to School Night" at the township's three elementary schools. The summer reading program this year involved 529 youngsters. Lynn completed the quarterly update of her annual goals, one of which was reevaluating the salary levels of the staff.

Fall Festival, October 6: Lynn has arranged for activities to attract visitors at the Festival to check out the library table (i.e. temporary tattoos, a ring toss, Cat-in-the-Hat impersonator). Copies of the Library's Strategic Plan survey will be available. Board members will be on hand to discuss the strategic plan.

Fall fundraiser, Casino Night: Tickets are on sale and online for the November 10 event, to be held at the library. Our contractor, Moonlite Entertainment, is ready to stage the event. Letters appealing for corporate and retail sponsors have gone out. The Bald Birds Brewing Company will provide beer. Lynn distributed colorful flyers to board members. The board agreed to offer a discount for early purchase at the Fall Festival.

Strategic Plan survey: Nancy collected board member comments on the committee's draft. Some questions were rearranged. The survey will be distributed to the public through Survey Monkey.

Shannondell outreach: Lynn has arranged with the Shannondell retirement community for representatives of the library to make presentations to Shannondell residents on November 15 and November 29, both at 2 p.m. The librarians will acquaint the residents with the library's electronic circulation system and with the library website.

Wireless internet access regulations: The board approved the current regulations without change. Motion by Lisa, seconded by Lucy.

Public posting of announcements: The rules for posting of notices by the public in the library were reviewed. Approved on motion by Lisa, seconded by David.

Transition planning: Nancy pointed out that the board needs to advertise to fill the retiring director's position by October. She will ask the district library consultant to meet soon with the personnel committee. Lynn said it would be ideal if the new director, when selected, could overlap with Lynn's departure by several days. Lynn said she would be glad to help in the process.

Meeting adjourned at 8:10 p.m.

Arthur Miller, Secretary