

**Lower Providence Community Library  
Board of Trustees meeting  
October 15, 2018**

**The meeting convened at 7:00 p.m.**

**Present:** Nancy Klein, president; Ben Simkin, Lucy Arnold, David Nawrocki, Lisa Bono, Art Miller, Earl Catagnus, Lynn Burkholder, library director; Gary Neights, liaison.

**Approval of minutes:** Minutes of the September 17 board meeting were approved with one correction. Lisa moved to approve as amended.

**Treasurer's report:** Ben reported that expenses were running below budget but that income was a bit lower than budget as well. We had a large expense for MCLINC in September but Lynn explained that this was normal for the year. Motion by Earl, seconded by Art.

**Friends of the Library:** Lisa Yanak reported that the Friends bag book sale on September 22- October 6 had netted \$1750.50 and may be a bit higher. For the upcoming Las Vegas Night the Friends will organize and donate seven baskets to be raffled off. The Board directors will also donate a basket for the lottery. So far this year, the busy Friends have contributed \$18,000 to the library.

**Library Director's report:** For our part in this year's Fall Festival, our new canopy tent, colorful signs, pumpkin game and other activities drew lots of people to our site. TAB members and National Charity League volunteers provided plenty of help as did three board members and myself. Attendees were given a bookmark with a link to our strategic plan survey. We also registered eight people for library cards and directed a number to the library for the Friends ongoing book sale. We distributed many flyers advertising the upcoming Las Vegas Night fundraiser. In the library, we have replaced the damaged Powerball charging station. The annual audit has been submitted to the Commonwealth and given to the township manager.

**Fall fundraiser:** Nancy reported that ticket sales so far are slim but she is trying to spur sales with ads on Facebook and a news release to local newspapers. Board members were encouraged to sell tickets.

**Visits to Shannondell Retirement Community:** Lynn has arranged two visits by library personnel to Shannondell to acquaint the residents there with the features of the library. On November 15 Barbara Loewengart will describe how people can connect with the library electronically. On November 29 Lynn Burkholder will explain all the ways to use a library account. In addition, Gary Neights volunteered to visit Shannondell soon, along with Nancy Klein, to promote the library's activities and demonstrate the support of the township supervisors.

**Strategic Plan Survey:** Lynn reported that 660 surveys have been filled out and sent to the library by patrons. 66% were sent in by Lower Providence residents, 34% by others. The Board voted to extend the term of the survey monkey for another month.

**Policy review:** Two current policies were reviewed. Policy on Worksite Behavior was approved and adopted on motion by Earl, seconded by Dave. Policy on Privacy was approved and adopted on motion by Lisa, seconded by Lucy.

**Replacement of Director:** The personnel committee will meet soon to outline the library director's responsibilities and to advertise to fill the position. Lynn pointed out that she participates in a retirement plan and that the committee should consider retirement plans as a part of compensation.

**Expiring board terms:** The three-year terms of two board members will end this year. Nancy Klein stated that she would like to continue for another term while Lucy Arnold will retire from the board.

**Meeting adjourned at 8:20 p.m.**

*Arthur Miller, Secretary*