

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF THE ABINGTON TOWNSHIP PUBLIC LIBRARY

Date: 10-23-17

The Meeting of the Board of Trustees was called to order at 7:02PM

PRESENT: Brian Mays, Elaine Shay, Teresa Scroggins, Toby True, Nancy Hammeke Marshall, Theresa Deckebach, Ellen Baxter, President of the Friends of the Library.

PRESENTATION: N/A

MINUTES:

Correction: Add "call to order" at 7:05.

A motion to approve the minutes of September 25, 2017 to accept as amended was made by Brian Mays, seconded by Teresa Scroggins. Motion passed.

TREASURER'S REPORT:

- Endowment fund gains were highlighted
- Page 4; loss of fines revenue because of Food for Fines and a/c closures.
- Vending is being discussed – should it be listed as "expense" and "revenue" separately in the next calendar year?
- Page 5; make note of electric bills that have been accrued due to the air conditioning problem
- Discussion surrounding extraordinary outlay of funds to finance air conditioning crisis; robot dehumidifiers, fans, and electricity
- Treasurer's report will be filed for audit

DIRECTOR'S REPORT: Reviewed and discussed.

- Police chief attended library breakfast and answered staff questions; drills for "active shooter" will be done with staff after a presentation
- AKTION Club highlighted – impetus for the movie "Dina"!
- Front window cracked; will be \$1,500 to replace window

ADULT LITERACY: Reviewed and discussed.

- Literacy committee will be meeting in the near future; Toby will talk to Tom about meeting

COMMITTEE REPORTS:

- A. Friends –
 - Great weather for sale; record profits of \$2,400+. Kudos to Nancy for support and staff support
 - Scarecrow contest has concluded; cash reward. Number of entries has been dwindling; may suspend next year
 - Jewelry sale; October 25 is deadline for donation. Entire month of November will be auction.
 - Cookie sale on Election Day
- B. Development – N/A
- C. Finance/Investment -
 - 8% of the Building Endowment Fund that was in cash was placed into preferred securities.
 - Discussion regarding our financial advisor's input in our investments according to our policies.
- D: Executive – N/A
- E Personnel –

Changes to the Staff and Patron Policy Manual: Personnel staff and Nancy have been working online (Google Docs) and meeting throughout the past 5 months to make updates/changes to the Staff and Patron Policy Manual. The draft is complete and will be shared with the Board via email. The Board will discuss at the November meeting.

Changes were made in the following categories:

Tutoring policy
Fines / Loan periods

Service Animal policy
Vacation/Personal time
Unattended children
Defined who gets a library card
Social networking policy

F. Long Range Planning – N/A

OLD BUSINESS:

- Bylaws should be attended to as soon as possible
- November 1, Public Affairs Meeting at 7PM. Library is on the agenda (Brian, Tom, Toby will be attending).
- Every nonresident will be handed the “Library You Choose to Use” pamphlet to solicit support of the library.

NEW BUSINESS:

- Discussion at November meeting regarding regular attendance at Township Meetings; once a quarter. We can take turns being on the agenda.
- Corporate donations – ascertain top 50 businesses in the township (from Chamber of Commerce) and solicit them in 2019.
- Discussion of a ten year plan to maintain the building.

CORRESPONDENCE : Reviewed and discussed.

EXECUTIVE SESSION: N/A

ADJOURNMENT:

The meeting was adjourned at 8:03 PM.
Our next meeting is November 27, 2017.

Respectfully submitted,

Theresa A Deckebach, Secretary