

G.C. Community Library

Board Minutes

March 21, 2018

- (1) Board Members attending: Amy Gallagher, Vince DiStasi, Stacy Bluedorn, Kelly Habarka, Lynda Bortz, Heather Leskanic
Director attending: Stacy Hook
Employees Attending: Heather and Wendy
- (2) Amy called the meeting to order at 7:15 p.m. and opened with prayer.
- (3) Minutes from the Feb. 14, 2018, meeting were approved. Stacy B. made motion to approve minutes with a second from Vince. Motion carried.
- (4) Treasurer's Report: Stacy B. presented her report, noting some information wasn't available because she didn't have all the statements from investments due to the process of transferring accounts. Total assets as of Feb. 28 were shown at \$1,448,034.47. It doesn't appear there are any big differences between now and last year, Stacy B. noted.
- (5) Library Director's Report (from Stacy Hook):
 - Stacy thanked the board for allowing her the opportunity to attend a new directors' orientation at the start of the month. She said she learned a mountain of information and has started implementing what she learned.
 - Red Book GCCL Public Access Book
 - B.D & O liability insurance (looking for quotes)
 - Directors and officers liability insurance quote
 - \$990 Total annual premium (US Liability Insurance Group)
 - Liability coverage (\$1,000,000) \$0 Retention
 - Getting our treasurer bonded
 - Stacy said she looked into Lynda.com as suggested for possible training opportunities, however, licensing costs would total \$6,500 for board and staff and \$2,500 for four patron computers. As an alternative, we have free trainings thru the Pa Dept. of Education on the Compendium/PANO/Webjunction/Skillsoft, and a You Tube channel

learning place for libraries. Trustees, Friends and Volunteers can access this info.

- Active Shooter Policy and Procedure – Stacy said she has started viewing webinars on this subject. She has also contacted the IU 4, which has done a training. Info at www.Alicetraining.com. 330-661-0166. Also, FEMA has two webinars on subject. Stacy asked board members to take a look and report back with one idea that may be beneficial to our library.

Children's department (from Heather Baker)

- March 30 is the Library Easter Lunch and Egg Hunt with Lulu Bunny. Event is for kids ages 3 thru the 5th Grade. It is currently maxed out at 50 kids with five alternates. Candy donations needed before March 26.
- April 6 is the American Girl Tea Party for those in grades 1st thru 5th. Currently maxed out at 60.
- April 14 is Vader's Little Princess & Jedi Party for kids in kindergarten thru 3rd grade. Members of the Star Wars group will once again be here for a tea party, Vader-style.
- March 8 – Wendy and Heather presented a testimonial slide show for the United Way grant. The presentation went well and the GC Cooking Club prepared snacks for the UW Board. Heather said she was very proud of the kids and all their efforts. April 10 is the awards luncheon at the GCC Carnegie Alumni Building.
- April 23-28 will be the Scholastic Book Fair at the library. We are in need of helpers.

(6) Friends of the Library Report: Members met March 13. Jessica Brazell has stepped down as president of FOL. Deb Loughry has graciously agreed to fill in until a new president is found. Members agreed to have the library director post a help wanted ad on the website and in the newsletter. Criteria was developed for the help wanted ad as well as an application. FOL donation letters were signed, folded and put in envelopes.

- (7) Unfinished Business: Board voted to move ahead with purchase of Evolve cataloging system that will replace Destiny. Stacy H. said staff voted 9-1 in favor of Evolve. It appears to be best of three systems that were reviewed. Accelerated Reader bonus feature will provide more details on books for families. System implementation to be finalized by end of September. Vince made motion to approve (based on some final verifications) with second from Lynda. Motion carried. Also, board voted to purchase the Square Up point of sale system. This is a slightly more expensive system that offers better integration and will automatically connect. Vince said you get what you pay for where POS systems are concerned. Manual entry is time and money. Estimated cost of system is \$1,500 to \$2,000. Kelly made motion to purchase with a second from Vince. Motion carried. Board also made decision to submit a letter of interest for a matching Keystone grant. Amy said we can see what we can get, and we can always turn it down. If they accept us, we'll be asked to fill out a formal application for the grant money. Major needs at this time are automatic doors and carpeting.
- (8) New Business: Following discussion, board voted to have carpets professionally cleaned. Lynda made motion with a second from Kelly. Motion carried.
- (9) Meeting adjourned at 8:15 p.m. *Closed executive session was then held to discuss a personnel matter.*

Next meeting is April 11.

Minutes submitted by Heather Lesknic, board secretary, on April 3, 2018.