

G.C. Community Library

Board Minutes

May 16, 2018

- (1) Board Members attending: Amy Gallagher, Kelly Habarka, Lynda Bortz, Heather Leskanic
Director attending: Stacy Hook
Employee Attending: Heather Baker
- (2) Amy called the meeting to order at 7:07 p.m. and opened with prayer.
- (3) A quorum of members was not in attendance, therefore, the board acknowledged it would be an informational meeting without formal action.
- (4) Library Director's Report (from Stacy):

Finances

Stacy announced we have finally received the check from PNC. It was decided that the library will retain \$50,000 to put toward upcoming expenses that are expected to include \$7,000 for the new ILS system; \$17,000 for building fund; \$1,000 for the new POS system, \$2,000 for two new computers, plus additional incidentals. The remaining balance (over \$50,000) will be sent to our financial adviser to invest.

Personnel handbook

We have started the process of creating the personnel handbook for staff. The first entry is our Sexual or Other Harassment Policy. All staff receive a file folder of their own to insert the policy as well as a copy of the policy with their signature and date on it stating they have received a copy and have read and understand the policy. Stacy said she plans to go over everything in the policy book and have staff sign and date. Administration will keep a copy of all for files. By the end of summer, every employee should have a handbook.

Library officials intend to meet with financial adviser Greg Liszka to discuss retirement options for staff. Amy said a policy will be needed to address this.

Programming

We currently have three adult book clubs (Monday Night, Mystery Lovers and Cooking the Books), plus adult story time (outreach). The average number of patrons for the Monday Night club is 12 to 14; Mystery Lovers, 8; and Cooking the Books, 5. Adult storytime averages 16 individuals while the Knitting group averages 5 individuals; pub trivia, 20; Does Not Compute, 3 to 4; and Intro to Tech, 1 to 2 per week. We are looking to start two new book clubs, including Kindred Spirits to focus on Christian Fiction and Bro's, Books & Brews for men. Hands-on programming includes the Knitting & Crocheting group, pub trivia, Does Not Compute, and Intro to Tech.

Summer Events

Strawberry Days (June 8 to 10) *fundraiser*; Ladies Night Out, June 28 *fundraiser*; Sip & Sing, July 19 (*for adults*); 50's Sock Hop, July 21 *fundraiser*.

Technology

Our 3D printer is up and running. There will be 1 free print per household and the rest will be five (5) cents per inch of filament.

The Hot Spot is a very popular addition at the library and already has a five-week waiting period. It was suggested we purchase five additional devices because it will be more cost effective that way. (Costs about \$175 for one Hot Spot compared to \$375 for five)

Keystone Grant

The grant is due June 15, and we have \$17,000 to \$18,000 set aside for it. We have bids from two security companies and are waiting for two more (security).

Stacy asked if we want to just focus on the carpets? As it stands now, we only need to raise \$2,000. Adding the ADA doors and security system will add an additional \$10,000 of what we need to raise. Also, we can do one at a time on our own and send in reimbursement amounts of the Keystone Grant for next year. We can do this for two years.

Board consensus was to focus on new carpet and doors for the grant. Stacy can purchase a security camera for the library. Stacy said she is having some difficulty finding a company that will work on the doors. It was suggested we could check with other local businesses and facilities to find out who installed their automatic doors.

Small Games of Chance

We have had our small games of chance license for two years. It covers not only the library but also the Friends group, however, changes have been made at the state level that dictate to our organization new rules. These changes went into effect at the start of the year. We're going to look into what exemptions may exist.

FOL

We received a check for \$3,200 from the Friends 😊

Workshops

Library bootcamp for Library Directors and Trustees, July 13 (9:30 a.m. to 3 p.m. at The Franklin). This workshop is free of charge to participants.

Active Shooter Training, July 26 (9 a.m. to 1 p.m. at the library). This will be for the eight staff members (Rachel is off for the summer and Julie had to resign for family reasons), plus volunteers.

Donation

We received a check from Environmental Risk Advisory Inc. for \$3,800 for FIMO Fire Insurance Maps Online to add to our genealogy center. This database will provide maps from all over the world in order for our patrons to put a picture with their history. This service costs \$3,300 and the organization added an additional \$500 for whatever we needed. Subscription covers one year. We plan to advertise this resource thru the summer.

Children's Programming

Heather Baker reviewed her plans for the library's summer reading program. There will be a new category called "Baby Bingo" for those birth to age 3, plus fun challenges for school age participants who will be required to read 15 books and complete 15 challenges.

New additions for the department include an American Girl Doll Club, plus a book club for middle school students in grades 6 to 8.

The girls from Miss Heather's Charms Girls club will offer a bake sale on June 20. Sales from the event, which will run all day at the library (or until sold out) will help fund a field trip the group is planning to a Victorian Tea Room in Butler.

Heather and Stacy also talked about conducting live posts/ads on Facebook to give book reviews and provide more information to the public about library events/programs.

(5) Meeting adjourned at 8:45 p.m.

Next meeting scheduled for June 13.

Minutes submitted by Heather Leskani, board secretary, on May 31, 2018.