

G.C. Community Library

Board Minutes

Sept. 13, 2017

- (1) Board Members attending: Erin Pisano, Amy Gallagher, Deb Loughry, Warren Throckmorton, Dan Amon, Heather Leskanic
Director attending: Stacy Hook
Employee Attending: Heather Baker
- (2) Erin called the meeting to order at 7:08 p.m. and opened with prayer.
- (3) Minutes from the 5-10-17 regular meeting and the Aug. 5 special meeting were reviewed and approved. Amy made motion to approve minutes; Deb seconded. Motion carried.
- (4) Treasurer's Report: Erin presented report, explaining library officials are working to get audit information submitted to MPB. She noted board treasurer Stacy Bluedorn has done a great job working with Stacy Hook on getting acquainted with QuickBooks. Erin said she will also help in that area. Overall, the library is in decent shape regarding finances. Profit and loss previous year comparison is about level. Total income for Jan-Aug 2016 is listed at \$111,057.26 compared to \$114,655.03 for this year. Payroll expenses are up due to need and increased programming. Salary and wages are listed at \$87,446 thru August compared to \$78,475.28 for the same time period last year. Total operating expenses are up (\$20,528 this year thru August compared to \$14,790 last year thru August). Erin said we're making more money with fundraising, so operating expenses are up. Warren made motion to approve treasurer's report with second from Dan. Motion carried.
- (5) Library Director's Report (from Stacy):

Financials

- We received a check from the FOL for \$5,800.

Special Library Hours

- As of Tuesday, Sept. 5, we started staying open every Tuesday until 8 p.m. This is to allow for quiet time; no events are to be scheduled during this particular time slot. Two patrons served on Sept. 5 and five on Sept. 12. These individuals said they liked the quiet environment. We are back to regular Saturday hours from 8-3 as of Sept. 9.

Departments

- We asked 84 Lumber to donate 80 percent of the lumber (they also cut it to size) for the back of the DVD, audiobook and CD shelves. We bought remaining 20 percent. Lumber is placed behind the cases to make it easier to access the items. We're still waiting to hear from Lowe's about the grant for carpet and doors. Stacy said the library plans to apply for a 50/50 matching Keystone grant next year for new carpeting.
- Matt is working on the Christmas Marketplace (Nov. 4). So far we have 22 vendors from last year's vendors and our patrons. Next week he plans to add a Facebook event (the response to this last year was overwhelming so this is why we are waiting.) The library will have a booth at the craft show. We'll sell T-shirts as well as Christmas cards featuring Thor!

Building Community Partners and being a presence in the Community

- Both Matt and Wendy went to Grove City College for the community fair for the students. They handed out brochures and promoted our programs. Many of the older students didn't realize they could have gotten a free library card. We are trying to get the word out and have decided to do a Chamber Blast to the students for next year.
- Heather Baker attended the mixer at the Grove City Country Club. She made new friends with the Armstrong Cable people. Let's hope for a break on the bill 😊

Mercer County Coordination

- GCCL hosted the PBS Scratch workshop for the children's librarians. We received 5 free PBS tablets plus additional books and accessories. Heather

Baker and Stacy Hook attended workshop. Also, Heather and Matt plan to attend a WQED workshop in Pittsburgh at the end of this month.

- The county plan as of right now is to work on safety plans for our libraries and to increase awareness of library services by coordinating a “Library Day” event at a corn maze, fair or festival. Next meeting will be held in December. Stacy said we’re already ahead of the game in that we now have an AED and all of the staff have been trained to use the equipment as well as first aid and CPR.

Upcoming Events

- Friday, Sept. 15 – Tortellini the Turtle Gender Reveal
- Wednesday, Sept. 20 – Writers Group
- Thursday, Sept. 21 – Movie Night featuring “The Princess Bride”
- Monday, Sept. 25 – Cooking the Books Book Club
- Thursday, Sept. 28 – Pub Trivia Night
- Saturday, Sept. 30 – Book Art Gala

Children’s programming

- Heather Baker said she was very touched and overwhelmed by the open house event held in her honor on Sept. 8 to recognize her 30th anniversary with GCCL. Cupcakes were baked and presented by the children. 😊
- Library will be participating in GroveFest on Saturday, Oct. 7. Grove City College is a primary sponsor for event. GCCL will operate a pop-up book sale.
- Heather Baker said she will be a guest speaker for the Grove City PTO’s first meeting of the new school year. She said she plans to do more in connection with the PTO this year.
- Star Wars Day is Saturday, Oct. 21.
- DQ library fundraiser night is Wednesday, Oct. 19, from 5:30 p.m. to closing. DQ will donate 10 percent of their proceeds to the GCCL children’s dept.

- Cooking Club was held Sept. 1; Storytime is Sept. 5, 12, 19 and 26; Bookworm Babies is Sept. 13, 20, and 27; PageMaster Book Club on Sept. 14; Star Wars Club on Sept. 21; Brown Bag Book Club on Sept. 22; Kids Art Club and Pokemon Club on Sept. 23; Broadway Babies and Charm Girls Club on Sept. 28, and Family Movie Night is Sept. 29.

Staff Reviews

- Based on discussions Stacy had with the staff, the top goals for the library are to :
 - Change the perception of adult programming and build up the programs.
 - Get more training on technology
 - Fund-raise

Budget increases

- We are seeing an increase in DVDs and audiobook loans and would like to budget \$800 more for processing needs of jewel cases and clam shells. Stacy also requested \$400 for the adult programming, explaining it has been expanding and is greatly improved. Board members were receptive to proposed increases.

In the future

- Stacy said she'd like to explore the idea of absorbing Lakeview and their townships by making them a branch. Currently their public library is all volunteer. The need is there, and this type of expansion would mean increased state funding for GCCL. Erin said she would plan a meeting with their reps in the near future to discuss issue.

(6) Friends of the Library Report: Deb said the FOL has donated \$12,550 to GCCL so far this year. This is a \$50 increase over last year. She estimates they will have about \$500 more to donate by the end of the year. The annual Christmas raffle is being planned. They expect to set up at the library following the Star Wars event in October. The FOL will have a booth

set up at the craft show event; Christmas books will be for sale. They are also helping with the book art gala event (food). Erin thanked Deb for all they do to help the library.

(7) Old Business: Erin said she is requesting that all board members get their state clearances because they are now free of charge for volunteers. This includes both child abuse and criminal background. She said she would forward the links for everyone to use. Also, those individuals who have lived in Pennsylvania for 10 years or more can sign a waiver and will not need fingerprinting.

(8) New Business: Board members decided to close the PNC Money Market account as it is no longer a fiscal advantage. Erin made motion with second from Amy. Motion carried. Board members also discussed a potential switch from PNC to a local bank and heard from Amy regarding her recent visits to First National Bank, Farmers National Bank and Mercer County State Bank. All three had similar programs to offer. The board decided to transfer from PNC to Farmers National Bank as soon as possible. Dan made the motion and Warren seconded. Motion carried. Also, Erin is reviewing policies and procedures for GCCL, with special attention to our policy related to the unsupervised child. A 12-year-old boy came to the library by himself every day over the summer. Erin said she spoke with the boy's father. She also shared some information about what kinds of policies other area libraries and youth organizations offer and will continue to review the issue. Board also voted to move the opening time for the library on Saturdays from 8 a.m. to 9 a.m. starting in October. Patron traffic is typically minimal during that first hour. Erin made motion to approve change with a second from Warren. Motion carried.

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

Next meeting is Oct. 11.

Minutes submitted by Heather Lesknic, board secretary, on Oct. 2, 2017.

