

G.C. Community Library

Board Minutes

September 19, 2018

- (1) Board Members attending: Amy Gallagher, Vince DiStasi, Stacy Bluedorn, Heather Leskanic, Dan Amon, Lynda Bortz, Liz Kingsley
Employees Attending: Heather Baker, Sean Newton
Also attending: Greg Liszka, Iron Point financial adviser
- (2) Amy called the meeting to order at 7:05 p.m. and opened with prayer.
- (3) Minutes from the meetings held June 13 and July 20, 2018, were approved.
Vince made motion with a second from Stacy.
- (4) Treasurer's Report: Stacy provided her report, noting it is not entirely accurate as she had not yet factored in all of the deposits. She and Amy explained they are working at correcting some issues that have come up since former library director Stacy Hook's dismissal at the end of July. This includes deposits not being correctly listed. The prepared financial report shows total grants and local income at \$62,218 from Jan. 1 thru Sept. 19; total contributions, \$72,980; total operating expenses, \$26,558; and net income, \$81,487 in the negative during that period. Total assets are listed at \$1,356,496.92. Lynda made motion to approve the treasurer's report; Vince seconded. Motion carried.
- (5) Director's Report: Amy Gallagher has been handling a large part of the director's regular duties since Hook's dismissal, and provided the board with related information. The audit review was all clear and good, she said. Our copy is with the state. Greg Liszka spoke to the board regarding a proposal to offer a retirement plan for employees. He is recommending a SIMPLE IRA (Savings Incentive Match Plan for Employees) thru American

Funds. It would require participant pre-tax contributions of up to \$12,500 per year. It's a cost-effective, straightforward plan that runs thru payroll. It also provides a dollar-for-dollar match of up to 3 percent of compensation or 1 percent or 2 percent in no more than two of every five years; or 2 percent of compensation for all eligible employees. Board members will review the proposal further before taking action. Amy also prepared a job description to post/advertise for a new director. Wendy will put the listing on the Pennsylvania library site as well as all the area universities that offer library science programs. We'll also advertise the position in area newspapers including Pittsburgh and Sharon. Clarion and Pitt are currently the only two universities in our region that offer masters degrees in library science. Heather Baker commented that there are not a lot of degreed librarians out there; the pickings are slim. Amy also related that the changeover to the Evolve cataloging system is going well. The employee training session is set for tomorrow (Sept. 20). Online trainings have been going well, and there has been no additional financial expense to the library. Patron passwords will not change. Wendy has been doing an outstanding job with this project.

(6) Children's Department (from Heather Baker)

- Heather shared letters with the board that were written by teen summer reading participants. The letters highlighted what the teens love most about their local library.
- Next year's summer reading program will have an opening pool party as well as a closing pool party. The cost for both will be \$150, Heather said, and she isn't planning to have the balloon art next year.

- The Charms girls club raised \$687 from their bake sale, which enabled them to attend a tea house as well as shop at a vintage clothing shop. “I’m really proud of these girls,” Heather said.
- Star Wars Day will be held from 3 to 6 p.m. Saturday, Oct. 20.
- Community Halloween Party with DJ will be 6 to 8 p.m. Friday, Oct. 26, at the Masonic Lodge in Grove City. Free to attend; please bring donation for pet rescue.
- GCCL’s “Blizzards for Books” fundraiser will be from 6 to 9 p.m. Wednesday, Oct. 3, at the Grove City Dairy Queen. 10 percent of all sales (any treat you want) will go towards the Grove City Library’s children’s dept.
- Meet the Author with **Jonathan Auxier** from 6 to 7 p.m. Friday, Nov. 9, at the library. Auxier is the author of *Peter Nimble and His Fantastic Eyes*, *Sophie Quire and the Last Storyguard*, *The Night Gardener*, plus his new release, *Sweep: the Story of a Girl and her Monster*. Books may be purchased in advance and autographed the night of the author visit. *Orders must be placed by Oct. 29.*
- The Christmas Marketplace annual craft show will be held from 9 a.m. to 3 p.m. Saturday, Nov. 10, at the library. This will be the third year for the show. We have 12 vendor spots left, Heather said. The Charms girls will be helping to serve the homemade soup, which will again be sold along with other refreshments. Volunteers are needed to help with various duties that day.

(7) Friends of the Library Report: No report provided.

- (8) Unfinished Business: Amy said work related to fixing the front of the building where the July 24 vehicle accident occurred is being handled thru the borough. They are waiting for the contractor to give a final estimate to the insurance company; the project should then be able to proceed.
- (9) New Business: The board will need to review the library's policies regarding vacation/sick days in order to be more specific. We'll also start putting together a new budget for 2019. The board discussed providing Amy with financial compensation for her work handling director-related duties. It was decided she should receive the same monthly rate of pay that Hook had received.
- (10) Meeting adjourned at 8:20 p.m.

Minutes submitted by Heather Leskanic, board secretary, on Oct. 1, 2018.