

G.C. Community Library

Board Minutes

November 8, 2013

- (1) Board Members attending: Erin Pisano, Amy Gallagher, Stacy Bluedorn, Kelly Habarka, Deb Loughry, Heather Leskanic
Director attending: Stacy Hook
Employee Attending: None
- (2) Erin called the meeting to order at 7:05 p.m. and offered prayer.
- (3) Minutes from the 10-11-17 meeting were approved. Deb made motion to approve minutes; Stacy B. seconded.
- (4) Treasurer's Report: Stacy B. said there was nothing unusual related to finances; we appear to be under budget for everything. She and Erin will start putting together a budget for 2018. Total assets are listed at \$1,467,924. It was noted fundraising activities have increased at the library, providing increased revenues. Related expenses are proportionate. Stacy Hook said they are interested in participating in an adopt-an-author program next year, which could help bring in more funds in the gifts category. Kelly made motion to approve the treasurer's report; Amy seconded. Motion carried.
- (5) Library Director's Report (from Stacy Hook):

Special Library Hours

- Wednesday, Nov. 22 – close at 1 p.m.; Thursday, Nov. 23 – closed for Thanksgiving Day; Monday, Dec. 4, closed for inventory (9-8)

Departments

Wendy:

- Pricing for Quickbooks online for one year is \$50.00 (five users). Currently, renewal is \$50.00 per year thru Tech Soup.

- Office 365 for nonprofit is no cost if we use online (web version) of Office 2016. \$2.00 a month for every additional user (up to 300 users) if we want the desktop version. Google can do same type of thing for free using the cloud.
- Attended Pennsylvania Library Association Northwest Chapter conference.

Heather:

- Overdues and lost items. Just for this year our grand total owed is **\$42,225**. Stacy said they looked into whether they could hire a collection agency to help, but it appears our best option is to advertise in newsletter, newspaper, and on library Website. We will offer a 50 % discount on all late fees and lost/damaged items the week of Dec. 18-23. As of Jan. 1, library will file a private criminal complaint (at no charge to us) for those owing \$50 or more.
- Summer reading workshop for the state. Stacy said there are some program changes being made, including no reading logs and a strong focus on STEM.
- Attended PaLA conference.

Stacy:

- Don't forget the Vietnam Vets program tomorrow evening at 6 p.m.
- We are planning to participate in Grove City's Light up night and sell soup and hot dogs.
- Our Flash fundraiser (holiday T-shirt orders) ended today. We have estimated profit of \$66.00 **plus**.
- Attended PaLA conference. We are to encourage a trustee to join for \$30 for the year. The library has an institutional membership.
- A library in St. Marys has 13,000 patrons; we have close to 17,000 and their budget for materials is \$30,000 ☹ and mine is not.
- Year-round donation tree at library to help with supply items.

- We would like to attend the statewide conference in Harrisburg next fall. This would include four staff members (Stacy, Heather, Wendy, Matt). Board members discussed proposal and decided to budget \$5,000 for state conference. The line item in the 2018 budget will total \$7,500 to include \$2,500 for extra training. Staff receives free training when possible.
- Stacy also was asked about how things are going with her new position as library director. She said things are getting better as she gets more familiar with various responsibilities. She said the staff is phenomenal; she loves the community and the library 😊

Matt:

- Christmas Marketplace held Saturday, Nov. 4, brought in revenues of \$1,560. 😊 That's a \$400 increase over last year. There were 40 vendors who set up for the 2nd annual craft show event. Inside vendors, \$820; outside vendors, \$45; food sales, \$338; 50/50, \$100; Chinese auction, \$167; paperback history books sold (6), \$60; hardback history books, (2), \$30.
- It ran a lot smoother this year; we'll get signs next year to help people navigate their way thru the show. Vendors were each charged \$10 more this year (\$20 per space this year compared to \$10 last year). Electricity cost \$5 extra.

Programs

Thursday, Nov. 9: Does Not Compute beginning computer class, Make a Difference Knitting and Crochet Group, PageMaster Book Club, Remembering the Vietnam War: Mercer County Veterans Affairs; **Friday, Nov. 10:** Kids Cooking Club; **Monday, Nov. 13:** Scholastic Book Fair begins (thru Nov. 18), Monday Night Book Club; **Tuesday, Nov. 14:** storytime; **Wednesday, Nov. 15:** Intro to Tech, Mystery Lovers Book Club, Grove City Writers' Group; **Thursday, Nov. 16:** Does Not Compute beginning computer class, Star Wars Fan Club; **Friday, Nov. 17,** Brown Bag Book Club; **Tuesday, Nov. 21:** storytime; **Wednesday, Nov. 22:** traditional

Charlie Brown Thanksgiving; **Friday, Nov. 24:** Black Friday Movie Event; **Saturday, Nov. 25:** kids art club, Pokemon Club; **Monday, Nov. 27:** Charm Club, Cooking the Books Book Club; **Tuesday, Nov. 28,** storytime; **Wednesday, Nov. 29:** Intro to Tech; **Thursday, Nov. 30:** Does Not Compute class, Charm Club, Pub Trivia.

Friends of the Library Report: Deb said the group spent \$100 or less on items for the holiday basket raffle. FOL has a small display of Christmas-themed books at library. Deb also talked about not having access to their books in the storage room after boro made the library move some shelving. Amy and Erin said they will address situation; shelving will be moved so FOL can have access. Also, there was discussion about trying to reconfigure storage spaces so we have increased area. We can knock down walls that are none load-bearing.

- (6) Unfinished Business: The audit has been completed and has been sent to the state. Board members received copies of the audit to review. The library does not receive state money until the audit is completed. This is the first year MPB conducted the review. MPB is also handling tax return.
- (7) New Business: Board approved recommended wage adjustments for staff for 2018. Stacy B. made motion; Amy seconded. Motion carried.
- (8) Meeting adjourned at 8:45 p.m.

Next meeting is December 13

Minutes submitted by Heather Leskanic, board secretary, on Dec. 4, 2017.