

G.C. Community Library

Board Minutes

November 13, 2019

(1) Board Members attending: Erin Pisano, Stacy Bluedorn, Heather Leskanic, Lynda Bortz, Mauri Smith, Renee Coyne

Director attending: Amy Gallagher

Employees Attending: Heather Baker, Sean Newton

(2) Erin called the meeting to order at 6:09 p.m. and opened with prayer.

(3) Minutes from the October 9 meeting were approved. Stacy made motion to approve; Lynda seconded. Motion carried.

(4) Treasurer's Report: Stacy announced that the taxes have been paid, and the audit is complete. Budget for new year is being developed. Board is expected to review proposed document in December with final approval in January. Lynda made motion to approve the treasurer's report; Renee seconded. Motion carried.

(5) Library Director's Report (from Amy):

- *Insurance.* Amy said she met with our insurance carrier, Anderson Insurance, regarding our coverage. She said we are currently covered for nearly \$500,000 in assets (that includes everything that is contained within the library facility; the borough owns the building itself). She said staff has determined the library actually has close to \$2 million in assets. Therefore, it was advised that we increase our insurance coverage. The expense will increase by \$1,500. It was noted that flood insurance would be too expensive to purchase, due to the library's physical location. In addition, the library is lacking in terms of individual coverage. Trustees of the library are currently covered under liability as a whole but not as individuals. This addition will cost \$750 per year for the liability of \$1 million for a named staff or board member. Board members were in agreement that the coverage is appropriate and that the rates are reasonable. Stacy made motion to approve the changes with a second from Mauri; motion carried.

- *Gift cards for the holidays.* Amy said each library staff member will receive a \$25 Aldi's gift card for the holidays.
- *Printer issues.* We currently have a printer down. We are two years in to a 5-year contract. Amy said they are checking with two other companies; we may want to buy out of our current contract. One of the companies offers IT support, which would help reduce Wendy's workload.
- *New stand-alone book drop.* The new book drop should be delivered in 6 to 8 weeks.
- *Veterans Day.* Board was asked to consider whether we should be closed to the public on Veteran's Day. It was decided next Veteran's Day we will be closed to the public but open for a staff work day. Mauri made motion with second from Stacy; motion carried.
- *Christmas Party.* There will be a Christmas party for staff on Dec. 19. Board members are invited to stop in and enjoy some refreshments. 😊

Children's programming (from Heather B.)

- *Scholastic Book Fair.* Heather will coordinate a Scholastic Book Fair at the library Dec. 2-7 during regular business hours. Volunteers being sought to help run the cash register.
- *New winter reading program.* There will be a new kids' winter reading program from mid-December thru the end of January. Prizes to include free passes to Fun Fore All, plus there will be a party to celebrate the finale. For children in K to 5th.
- *Snow White event.* Heather noted she is planning a big Snow White event in January.

Fundraising efforts

- *Christmas Marketplace.* The fourth annual craft show was a great success, bringing in \$1,371 for the library. This was a little less than what was made last year. Looking at a couple possible changes for next year that would increase profit. This was Heather Baker's first year serving as coordinator of the event. There was a good flow thru the library, and all the vendors say

they want to come back next year. Santa made a visit, and there were 15 different kinds of soup for sale (all donated). We had zero expenses for the event; all supplies were donated 😊 We did not have the 50/50 raffle this year.

- *Strawberry Days*. Currently contemplating whether to participate in the three-day-long Strawberry Days in June. Staff may decide to organize other one-day benefit events such as a concert. May have a soup fundraiser this winter since the homemade soups go over so well at the craft show.

(6) Friends of the Library Report: Renee provided her report, saying the group met yesterday and formally decided to move ahead with Ben Wilkinson's Mr. Bookman business to help assist with storage of our donated books plus organizing used book sales next year. She said Ben has changed his pricing structure; books will be priced individually as opposed to flat rates. FOL is also interested in his online book sales. Renee said they would like to do two off-site book sales next year (March/April and August). Most area libraries that contract with Ben also have two sales a year. Also, Amy encouraged the group to submit FOL news each month for the GCCL newsletter. Renee said FOL is planning to put together a small-scale holiday gift basket raffle this year.

(7) Unfinished Business: Board reviewed budget information provided by Erin concerning expenses related to adult and children's programs. Information concerning adult programming practices among surrounding libraries was also provided. Working on employee handbook and job descriptions; clearances for current staff and volunteers.

(8) New Business: Insurance coverage additions approved; assessing goals for 2020.

(9) Meeting adjourned at 8 p.m.

Next meeting is December 11.

Minutes submitted by Heather Lesknic, board secretary, on Dec. 3, 2019.

