

G.C. Community Library

Board Minutes

November 14, 2018

- (1) Board Members attending: Amy Gallagher, Stacy Bluedorn, Heather Leskanic, Kelly Habarka, Dan Amon, Lynda Bortz
Interim director attending: Amy Gallagher
Employee Attending: Heather Baker
Also present: Amy Geisinger, district consultant
- (2) Amy called the meeting to order at 7 p.m. and opened with prayer.
- (3) Minutes from the September and October board meetings were approved. Stacy made motion with a second from Kelly. Motion carried.
- (4) Treasurer's Report: Stacy and Amy discussed glitches with new system and online merger of QuickBooks. This affected the monthly financial report because not all the data and categories are included. Amy noted the library is very solvent. Lynda made motion to approve the treasurer's report; Heather L. seconded. Motion carried.
- (5) Library Director's Report (from Amy):

Director's position

- Amy said she spoke with state library officials and learned that we do not need to hire a director who has a library science degree. We could remarket the position as a more administrative position. This individual would be required to complete a 12-credit library provisional certificate. And, the GCCL board could pay for this. There are online programs available, Amy noted, and there is no time frame as long as we give a plan for completion. She also expressed the need to take our time on finding a new director in order to make it a good fit.

- Board approved recommendation to raise director's salary to \$40,000 with a retirement and option for Aflac. Stacy made motion with second from Dan. Motion carried.
- Board also approved Amy's recommendation to construct an addition to Wendy Riggi's office. Wendy's office is currently part of the staff work room, and the limited space and privacy issues have been an ongoing problem. We have received a construction quote from Hazy Construction Inc. of Grove City for the work. They are estimating \$5,500 for labor and materials (we anticipate deducting at least \$200 because we already have a solid oak door to use). Amy said we can use money from the building fund for the project. Wendy is an invaluable employee at the library, and this should help improve her workspace considerably. Kelly made motion to proceed with construction; Stacy seconded. Motion carried.
- Amy also discussed the current situation involving the damaged wall at the front of the library. The work will be put out for bid, so the start date for repairs may not be until January. The project is being handled thru the borough and the insurance company of the woman who accidentally drove her car into the building in late July.
- The board is expected to vote in December on policy revisions plus the addition of an ethics and code of conduct. Also in December, the board will review the proposed wage schedule for employees as well as the 2019 budget. Board members reviewed a budget draft that includes an anticipated deficit of \$89,000. Stacy said our investment income may lower this figure.

(6) Friends of the Library Report: The FOL will have its annual holiday basket raffle and the Christmas used book sale. They had a table at the Christmas Marketplace craft show. They are also currently in the process of rebuilding and have been as helpful as they can be. The group has donated \$5,000 to the library, plus \$250 to the children's dept. for the Star Wars event. They will have their annual spring fundraising campaign in the spring.

Children's programming

- Heather Baker shared info about various programs including an author's visit that was well attended plus two new programs: a junior writer's club and a creative writing club. Children's author Jonathan Auxier was very impressed with our library and says he would like to come back to conduct workshops. The Dairy Queen Blizzards for Books fundraiser held in October raised \$150 for the children's dept. The Star Wars event was attended by between 250 and 300 people.
- The library's second annual Halloween Party was great with about twice as many attending this year (over 100). A total of \$140 was collected for the GC Pet Rescue non-profit agency, plus 35 bags of food/other items.
- Heather organized this month's Christmas Marketplace craft show (third annual) and said it was the best we've had thus far. A SantaLand was featured for the first time this year with a visit from Santa. The library's front entryway has been decorated to create a cozy wintertime scene. The library earned \$859 in vendor setup fees, \$300 in soups and drinks, \$192 in vendor raffle basket tickets, and \$66 in 50/50 raffle tickets for a total of \$1,417.05 earned. The only expenses listed are \$18.57 for 4 gallons of cider and 3 boxes of crackers.
- Purchases with Marketplace money include a cooler fridge for soda (\$179.98); photo prop background and stand plus 4 trees (\$198.88); advertising banner and yard signs (\$293.58); 21 DVDs for the library's collection (\$411.91); four aprons for Downton Abbey event (\$55.96), and

crocheted collars for the Downton Abbey event (\$14.03). There is a \$244.18 remaining balance.

Adult programming

- Linda Gerber provided the board with a detailed report outlining her regularly scheduled adult programs, plus special events. Currently, her fastest growing group is her monthly visits to three local nursing homes for adult storytime. As part of each visit, Linda guides the residents through a craft that they can keep.
- Linda recently attended a webinar at the Cranberry Twp. Library that Amy Geisinger spearheaded entitled, "Creating Programs for Patrons in their 20s and 30s."
- The Build and Sip Christmas Tree event is scheduled for Nov. 28. The tree will be made entirely out of books that were in the process of being discarded. Linda has been advertising this event for three months. The tree will be built on a movable platform.
- The library is honoring veterans with a White Table inside the library that symbolizes all military soldiers who cannot come home and sit at our tables. The Harrisville Legion donated a White Table and all of the accessories and delivered it to our library to display anytime we cover military related programs.

(7) Unfinished Business: Nothing to address.

(8) New Business: Nothing to address.

(9) Meeting adjourned at 8:40 p.m.

Minutes submitted by Heather Leskanic, board secretary, on Dec. 4, 2018.