

## G.C. Community Library

### Board Minutes

January 8, 2020

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

Director attending: Amy Gallagher

Employee Attending: Heather Baker

(2) Erin called the meeting to order at 6:30 p.m. and opened with prayer.

(3) Minutes from the December meeting were approved. Kelly made motion to approve with second from Mauri. Motion carried.

(4) Treasurer's Report: Stacy told board that we are reconciled up to the end of 2019. The state will be issuing us its annual allocation, which is expected to be around \$29,777. Quickbooks complications are continuing, unfortunately.

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

\* **Replacing hardware, software** – Amy said Wendy (who handles technology issues, projects at GCCL) has recommended we start replacing some of our software and hardware. Our server system equipment is 10 years old. Amy said Wendy will prioritize what to replace first plus provide cost estimates.

\* **New budget** – Details related to a proposed budget for 2020 were reviewed. The budget is not expected to be very different from 2019. However, additional funds will be necessary in the audit and insurance categories. This year will be a full audit, requiring an expense of at least \$8,000. Also, the board recently approved additional insurance coverage at the library. This will mean a \$4,000 expense for 2020 as opposed to \$2,800 last year. It was decided the library will not participate in the GC Strawberry Days festival this June. It's not cost-effective for us right now, said Heather B. She has been the coordinator for the library's cheesecake booth the last several years. She said the library is able to make a better profit in one day for the Christmas Marketplace fund-raiser in November than with three days at Strawberry Days. A lost and recovery line should be

included in the new budget due to DVD thefts. Amy said the library has probably lost \$1,000 worth of DVDs over the last couple of months. The DVDs are being stolen (cases included) off the shelves. This led to some discussion regarding what steps can be taken to prevent further thefts, including setting up one of the library's security cameras and placing "You're under surveillance" notices.

\* **Adult programming changes** – Amy said they are working to revamp the Cooking the Books program. It will be held on Saturdays instead of Monday evenings. Also, the book clubs are continuing on a more informal basis (no facilitator).

\* **Rehire** - Former circulation clerk Julie Shambaugh has been rehired. 😊

*Children's programming (from Heather Baker)*

- The new year is off to a busy start with programming including weekly storytime and Bookworm Babies plus clubs (i.e. American Girl, Charms Girls, Cooking Club) and special events (winter reading, Snow White visit).
- Heather said she already has 40 kids signed up for the popular Harry Potter event held in February. Some are from out of our area, she said, and we want to be sure that those individuals from our own service area get first opportunity. Board members were in agreement that those individuals who are outside our service district can be placed on a waiting list and/or charged for their attendance.
- Service project to help Australian wildlife – Heather announced a special gathering of crafters on Saturday who would be sewing pouches of different sizes to send to Australia. These pouches will help provide the necessary environment for kangaroo joeys and other wildlife affected by the rampant wildfires.

(5) Friends of the Library Report: Renee explained she didn't have a lot to update as the group is planning to meet at the end of this month. She said she is looking into potential venues for the used book sales and working to establish regular volunteer hours for the year-round book shop. She is also

working to get more details related to the processing and travel fees related to the Mr. Bookman proposal.

- (6) Unfinished Business: Amy noted that she was contacted by someone with the unemployment office regarding a former employee's case. We are not fighting the individual's request for unemployment compensation, however, some statements made by the employee were not in line with the library staff's record of activity. Checking with Vince on when computers will be donated to library. Employee handbook and job descriptions, create and/or revise (in process).
- (7) New Business: Closed executive session held to discuss proposed wage increases for staff.
- (8) Meeting adjourned at 7:50 p.m.

**Next meeting is Feb. 12**

Minutes submitted by Heather Leskanic, board secretary, on Feb. 3, 2020.