

G.C. Community Library

Board Minutes

Dec. 9, 2020

(1) Board Members attending: Erin Pisano, Vince DiStasi, Stacy Bluedorn, Heather Leskanic, Lynda Bortz, Liz Kingsley, George Pokrant, Renee Coyne, Sue Miklos

Director attending: Amy Gallagher

Employee Attending: Heather Baker

(2) Erin called the meeting to order at 6:35 p.m. *via Zoom online conference* and opened with prayer.

(3) Minutes from the November meeting were approved following a motion from George and second by Vince. Motion carried.

(4) Treasurer's Report: Amy emailed the proposed GC library budget for 2021 to all trustees prior to meet as well as salary proposals for staff. Stacy said there is money to pay bills through the end of the year. The move from online Quickbooks back to desktop is expected Jan. 1.

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

- Amy provided a brief overview of the library's move back to curbside service (at least thru the end of 2020) and the staff's continued efforts to provide limited virtual programming, children's craft kits and access to the public-use computers. Amy said there is a lot of need in the community for online access/computer services so they have been allowing patrons to come in by appointment. The library has received a considerable amount of donations and memorials which have added to our bottom line, she said.
- Amy said she is hoping that by the end of the week we will have an audit report. She said she interviewed with the lead auditor and provided all the documentation requested with the exception of a couple items that could not be produced although other supporting information was supplied instead. Erin commented that some things got misplaced/disordered earlier this summer when the recarpeting project was undertaken and workers moved furniture and other items. This full audit as required by the state

was a frustrating process, with Amy having to supply the auditors some items multiple times. George suggested we may want to put the next audit out for bid or move to a private CPA. This audit is costing the library \$9,000. Amy noted it isn't easy to find other auditors in the area that are willing to handle our audit. Hoping next year's review audit will go more smoothly. A full audit is required every three years.

- GCCL has received word we will be receiving the balance of our state monies as a result of the state budget's approval. We will be at almost \$30,000 total for 2021.
- Amy complimented staff for being "tremendous" as they continue to navigate the changing guidelines/restrictions related to Covid-19 precautionary measures. Staff will have a holiday party on Wednesday, Dec. 23, with Subway providing sandwiches.
- GCCL will not be requesting funding from the United Way this year due to more critical needs of food and shelter being recognized throughout the community.
- Used book donations have been steady, and this is especially helpful in adding to the collection while we're currently on a new purchase spending freeze.
- Grove City schools are intending to have all students back to in-person learning starting Jan. 11. Erin said if that is the case, we'll re-evaluate to determine what direction we want the library to take. One option is to start out with allowing limited public admittance a couple days a week.

Children's programming (from Heather B.)

- *American Girl Christmas Tea* was held Dec. 5 at Masonic Hall after some reconfiguring due to pandemic restrictions that were updated. Erin consulted with Heather and the two were able to organize three separate tea parties throughout the day in order to have fewer attendees at each gathering while following all social distancing/mask-wearing protocols. This worked out very well, and a total of 49 girls were able to enjoy the event. "I'm glad that it worked," Erin said.

- Tickets will be drawn Dec. 11 for gift basket raffles and the American Girl Doll raffle package. The gift baskets raised a total of \$1,849 and the AG package raised \$400.
- A total of 159 craft kits (featuring various holiday collectibles) were requested by local families in December. A Noon Year's Eve kit is also being prepared.
- Heather has received a \$500 donation through Verizon that can be used for books, programs and projects. This will provide additional assistance with the craft kits.
- Dewey the Elf has been featured on social media to promote certain holiday children's books for our local families. Heather has been continuing to host storytime gatherings in-person at Tower Church. Each child received their own stuffed toy elf as part of a special literacy effort in which each child is encouraged to read to their elf over the holiday break and take him or her on adventures.

(6) Friends of the Library Report: FOL has forwarded money to help with craft kit expenses as well as other activities as needed. Sue said she and Renee are considering organizing a mini-golf tournament at Willow Hills as a family-oriented fundraiser event in 2021. Heather B. and Erin both expressed enthusiasm for the proposal, saying it would likely go over very well in the community. Advertising the event and getting it out on social media early is key, they said. Renee said they also plan to conduct the "roundup" fundraising program through Ace Hardware again next year. Erin thanked them for their efforts this past year and donations. "It's very much appreciated," she said. 😊

(7) New Business: Following some discussion, board members unanimously approved a budget document for next year that will likely be "fluid" due to impact of pandemic/financial uncertainty. George made motion with second from Renee. Motion carried unanimously. The budget does not feature any major capital expenditures, and staff members continue to make efforts to keep expenses down wherever possible. The new stand-alone book drop that had been approved for purchase last year and then

anceled hasn't been re-added yet. The budget lists total expenses at \$255,580; a \$98,000 budget transfer from investments, and total income/contributions at \$257,584. It shows state funding at \$29,699; BB/Williams, \$8,500, and Pennsylvania Humanities Council, \$4,500. Salary adjustments were approved for nine full- and part-time employees. George made motion to approve with a second from Liz. Motion carried unanimously.

(8) Meeting adjourned at 7:16 p.m.

Next meeting is January 13 on Zoom video conference.

Minutes submitted by Heather Lesknic, board secretary, on Jan. 5, 2021.