

## G.C. Community Library

### Board Minutes

February 14, 2018

(1) Board Members attending: Amy Gallagher, Vince DiStasi, Stacy Bluedorn, Kelly Habarka, Dan Amon, Lynda Bortz, Heather Leskanic

Director attending: Stacy Hook

Employee Attending: Heather Baker

Also present: Lakeview Area Public Library representatives Wendy Kellogg (president), Pamela Engstrom (secretary), Lori Craig, Joy Morton, Pam Slatcoff

(2) Amy called the meeting to order at 7:29 p.m. and opened with prayer.

**Board members held a closed executive session to discuss a personnel matter prior to the meeting.**

(3) Minutes from the 1-10-18 meeting were approved following a motion by Vince and a second by Stacy B.

(4) Treasurer's Report: Board approved merging the PNC and FNB to the Iron Point Investments as long as there are no penalties involved. Vince made the motion; Kelly seconded. Motion passed. Also, members reviewed investment options as recommended by financial adviser Greg Liszka and decided to go with 15 percent low-risk, 50 percent mid-risk and 35 percent high-risk plan. Greg has advised he expects the market to continue being strong. Vince made motion to approve investment option with a second from Dan; motion carried. Library will also convert paper stocks from GE to electronic. Dan made motion with a second from Stacy B. Motion carried.

(5) Library Director's Report (from Stacy H.):

- (from Wendy) Our Overdrive platform is going to change in the next few weeks. The change will not allow direct authentication with Destiny Follett, which means that all library patrons will have to be manually entered and updated in order to authenticate with Overdrive. This will be a time consuming

process taking many staff hours. We will need to up some staff hours so we can manage the changeover when it comes. Also, we have just received a hotspot that we will be circulating to patrons. The hotspot allows patrons to connect via their devices from anywhere service is available. We are starting with one and may add additional ones depending on interest. Vince noted during meeting that we should make sure this won't cause problems such as running out of data.

- The boro is in the process of getting the materials to drop a data line outside of Stacy's office. We plan to put a computer with a 3D printer in that space.
- Matt attended the PANO workshop on Jan. 31 at the Butler Library. The workshop was entitled, "Keeping Your Nonprofit on Track." We have some work to do in order to stay up to date and within the guidelines of a non-profit. PANO offers a very intense Accreditation Program in order to be a more attractive recipient of donations. Vince said he will get the library's mission statement printed so it can be posted at the library.
- We will be signing up as a library to receive a free service from Carnegie Library of Pittsburgh for the Blind and Physically Handicapped. The services they offer are audio books and magazines as well as large print books. Anyone unable to read regular printed materials because of a visual impairment or a physical handicap, even if the condition is temporary, is eligible for the free talking-book program.
- Stacy is currently working on the annual report.
- She has been accepted to the New Director Orientation March 7-9. Wendy will stand in her place until she returns. The workshop is all-expenses-paid-for by the state.

## **Programs, fundraiser**

- Starting in March, we will sell the Grove City Community Library book bags for \$5. We ordered 250 bags and paid \$1.37 per bag. Looking to make a \$907.50 profit.
- Linda Gerber provided a report saying she is excited to be the new adult programming coordinator. Ongoing monthly adult programs include the Monday Night Book Club, Grove City Writers Group, Pub Trivia, Cooking the Books Cookbook Club, Mystery Lovers Book Club, and Make a Difference Knitting and Crocheting Group. Also, some new programs and fundraisers coming up include Paint n Sip with Brandon Cowie from Outland Studios (spring and fall), Color Outside the Line with Kelly (mother/daughter fundraiser to benefit children's dept), All About Reclaimed by Jeff Double, Spanish program by staff member Sean Newton, and Girls Night Out.

### **Children's dept (from Heather Baker)**

- Friday, Feb. 16 is the Harry Potter "A Night at Hogwarts." The library will close at 4 p.m. so that our Hogwarts staff can get ready for our first year students; Saturday, Feb. 24: a special Kids Art Club "Harry Potter Wand Making"; Friday, March 9 at 6 p.m.: special children's illustrator event featuring Heather Yesko (GC Middle School art teacher). She will read the book that she illustrated called *The Super Pup of Strength and Her Sidekick Whirlygirl*. Books will be available that evening for purchase and autographing. Cost is \$12.95 (no tax). There will also be activities and snacks; Monday, March 5: American Girl Tea Party signups begin at 10 a.m. when the library opens. Last year the party was maxed out at 65 girls in less than 2 hours; Friday, March 30: Easter Library Lunch and Egg Hunt with Lulu Bunny. Olde Town Bunnies on Broad Street Lulu Bunny will attend this year; Friday, April 6: The American Girl Tea Party – *the most anticipated event of the year*; Saturday, April 14: Vader's Little Princess & Jedi Tea

Party for boys and girls. Once again we welcome back members from Vader's 501<sup>st</sup> Legion; April 23 thru 28: Scholastic Spring Book Fair – volunteers are needed to help with the checkouts and set up.

- Summer reading signups begin May 29 during regular library hours. This year the theme is “Libraries Rock.”
- The library is currently selling T-shirts for the summer reading program. Each shirt will cost \$10 (adult and children's sizes). The library will earn \$4.25 per shirt. Shirts will be on sale until March 26.
- Librarians' Ball – It was a wonderful night at Grove City College's Colonnade Room with 76 people attending. Heather said she's always impressed at the number of young people who attend this event. Total net profit was \$509. Thank you to all who attended or helped in any way. Next year's ball will be held on Feb. 16.
- Cake pan checkouts are about to begin. Checkout will be for one week. Overdue fines of \$1 a day.

(6) Friends of the Library Report: Deb Loughry was unable to attend meeting, but provided a report saying the annual fundraising letter is being revised. We'll work on mailing it out at the March meeting, she said. Jessica Brazell has graciously volunteered to serve as president of the FOL as of January. Deb said she has enjoyed being president for the past three years and will continue to be involved. The bookshelf bookshop has done well so far this year and donations for our annual sale are also coming in consistently.

(7) Building Committee: No report.

(8) Unfinished Business: Discussion was held related to possible collaborative efforts with Lakeview Area library. Wendy Kellogg told board the library – which is run completely by volunteers – has been successful with fundraising efforts and currently has financial support from five area municipalities. However, they are still trying to find a way to be sustainable and to provide adequate staffing for programs and general operation. Vince

said he would like to help a fellow library, but his concerns are about operational costs as well as the capital expense of a new building. He said there are still many questions that need to be answered and asked the group to put together additional information. Grove City board members agreed to conduct a feasibility study in order to determine what might work for both libraries and their communities. This is simply an exploration into the issue and not a commitment, Vince explained. In other business, Heather Baker updated the board on her efforts to recover money from those individuals owing the library significant fines and other expenses related to lost or damaged items. She said she is making progress with almost \$1,600 being collected in January (compared to \$973 in January 2017) and \$2,093 being collected in December (compared to \$636.56 in December 2016.)

(9) New Business: Lynda Bortz of Pine Twp and Liz Kingsley of Springfield Twp will be new board members, filling vacancies left by Erin Pisano and Warren Throckmorton. March board meeting will be moved to Wednesday, March 21, due to out-of-town plans for a number of members. Also, Stacy is looking into a new POS system for the library. Details on Clover System were shared. Also, discussion was held on cataloging system. Currently looking at three different systems – Apollo, *Evolve* and Library.Solution. Each of these three systems do allow direct authentication with the changes made to Overdrive in the upcoming weeks. New system should have ability to import data out of Destiny, Vince noted.

(10) Meeting adjourned at 9:05 p.m.

**Next meeting will be on Wednesday, March 21.**

Minutes submitted by Heather Leskanic, board secretary, on March 13, 2018.