

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF THE ABINGTON TOWNSHIP PUBLIC LIBRARY**

Date: 9-24-18

The Meeting of the Board of Trustees was called to order at 7:03PM.

PRESENT: Brian Mays, Teresa Scroggins, Garrett Page, Theresa Deckebach, Nancy Hammeke Marshall, Tom Tyler, Toby True, Ellen Baxter, President of the Friends of the Library.

PRESENTATION: N/A

MINUTES:

A motion to approve the minutes of July 23, 2018 was made by Theresa Deckebach, seconded by Teresa Scroggins. Motion passed.

TREASURER'S REPORT:

- Toby True has taken over the Treasurer's job; noted the variety of purchases that the Library makes
- Check signing schedule was discussed
- BB&T account phasing out; will be closed in the near future when all outstanding checks are cashed.
- Reports (July & August, 2018) being filed for audit.
- Revised proposed 2019 budget; \$40,00 operating budget for Adult Literacy.
Motion by Teresa Scroggins to approve an additional line item in the 2019 budget under Operating Expenses, Adult Literacy Program for \$40,000. Seconded by Brian Mays. Motion carries 5-1.
- Budget Narrative: Any member of the public could view the budget narrative and get a complete overview of Library operations. Kudos to Nancy and staff for an excellent document.

DIRECTOR'S REPORT: Reviewed and discussed.

- Assistant Chief of Second Alarmers will be coming to talk to the staff at the Staff Breakfast
- Bandwidth issues – Board question: is there any consideration in upgrading the bandwidth? We have to stay with the provider for now because of the arrangements through MCLINC (who is the facilitator). The bandwidth will need to eventually be increased until at least June 1.
- Spotted lantern fly removal will happen with support from the Township for tree removal.

ADULT LITERACY: Reviewed and discussed.

- Review of Elizabeth Sperling's memos from August and September.
- Adult Literacy Committee has been working since the spring to be sure the program continues; goal is to keep the program going and not interrupt service
- Community members (tutors, teachers) joined the meeting to share letters from students, to share strong feelings of support from the teaching staff, and shared an Op Ed that was sent to the Inquirer.
- Tom Tyler made a motion to accept the Literacy Program Director Job Description with amendments discussed. Seconded by Teresa Scroggins. Motion passed.
- Theresa Deckebach made a motion to accept the Independent Contractor Agreement with amendments discussed. Seconded by Garret Page. Motion passed.

COMMITTEE REPORTS:

- A. Friends –
 - Saturday was the sidewalk sale; good weather and good turnout. The total is most likely over \$2,500. Many thanks to staff for the help.
 - Jewelry Auction – donations can be left at the front desk up to October 15. Auction will be in November
- B. Development –
 - Annual appeal focus will be raising money for the Adult Literacy program. November 1 is deadline; Lauren Greaves has offered to help.
- C. Finance/Investment -
 - A meeting will be called in a few weeks when the quarterly report is in.

D: Executive
E Personnel –

Changes to the Policy Manual/Patron Handbook:

Motion by Theresa Deckebach to alter the fee schedule and make changes in the donation policy as per the copies that were distributed via email. Toby True seconded the motion. Motion passed.

F. Long Range Planning – N/A

OLD BUSINESS: N/A

NEW BUSINESS: N/A

CORRESPONDENCE : Reviewed and discussed.

EXECUTIVE SESSION:
Adult Literacy

ADJOURNMENT:

The meeting was adjourned at 9:56 p.m.

Our next meeting is October 22, 2018.

Respectfully submitted,

Theresa A Deckebach, Secretary