

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

Date: January 22, 2018

The Meeting of the Board of Trustees was called to order at 7:02PM

PRESENT: Barbara A. Jacobs, Brian Mays, Elaine Shay, Teresa Scroggins, Garrett Page, Theresa Deckebach Nancy Hammeke Marshall, Tom Tyler, Ellen Baxter, President of the Friends of the Library.

PRESENTATION: N/A

MINUTES:

A motion to approve the minutes of November 27, 2017 was made by Garrett Page, seconded by Teresa Scroggins. Motion passed.

TREASURER'S REPORT:

- December 31 Report – Accounts 3 and 6 will no longer appear on the statement as they have been moved.
- December 31 Report - Loss for accounts 9, 10 – Raymond James reporting discussed
- Accounts 9 & 12 should add up to a particular total; do not. Nancy and Brian will check with Dimitra.
- An additional \$5,600 expenditure is outstanding for rental of the air conditioning robots; Abington Township has not yet reimbursed the Library. The expense was submitted 2 weeks after the November set of receipts. Nancy and Tom have discussed with Township manager. Township Finance Committee is aware of the issue and if it is not resolved there, it will be taken to the full Board of Commissioners to discuss.
- It was noted with concern that the full time custodian position is in a state of flux. The current custodian is retiring on Feb 1, and, as of now, Nancy has not been given authorization to advertise for a replacement. However, that position was funded in the library-approved and township-approved budget. Starting position would be approximately \$42,000; well- under what is currently paid. (See page 218 of the Township Budget). On three retirees, there is a savings of nearly \$30,000.
- There is confusion re/paper products billing. Hope to get resolution soon..
- Operating budget from Township has been level-funded for many years. The Township pays salaries and an operating budget of \$132,700 and a yearly challenge grant of \$15,000 for an operating total of \$147,700
- Whose authority is it to delete a position (attrition)?
- Motion by Tom Tyler to move the balance of 11/20/16 Annual Appeal - \$29,751 to the Building Endowment. Seconded by Garrett Page. Motion passed.
- Motion by Teresa Scroggins to destroy 2010 accounts payable invoices, voided checks, meeting room invoices, and time sheets. These documents are on a 7 year retention schedule. Brian Mays seconded the motion. Motion passed.
- Auditor comes in March.
- November and December, 2017 Treasurer's reports have been accepted and file for audit.

DIRECTOR'S REPORT: Reviewed and discussed.

- E-resource use has been increasing!
- Museum passes circulated over 1000 times last year. They go out to only Abington, Rockledge residents. At least 3,000 people had access to museums/zoos for free using museum passes!
- Overall attendance is up, especially young adult and children
- Three retirements; one position will be transferred to Children's Department. The technical services position (end processing) will be outsourced and will not cost extra (because supplies are no longer needed). This move will place one more person on the floor.
- The Board agrees that targets will be no longer been included in new books except those that are over \$40.

ADULT LITERACY: Reviewed and discussed.

- See reports.

COMMITTEE REPORTS:

A. Friends –

- Shop at Whole Foods; Nickels for Nonprofits; bring your own bags to Whole Foods. For each bag you use, \$0.05 will go to Friends for January 1 through March 31, 2018.
- Design a bookmark contest will be judged on March 25, 2018. The flyers will be out on week of Feb 5th. Entries accepted until the week of March 16.
- Sidewalk sale/Flea market/Local author book expo is April 21, 2018

B. Development –

- Annual Appeal letter sent out.

C. Finance/Investment -

- Recommendation to purchase shares with a bond that came due.
- Quarterly reports were requested by financial advisors

D: Executive - N/A

E Personnel –

- Updated Personnel/Policy Manual sent out to the Board. Motion by Brian Mays to accept the updated manual. Seconded by Theresa Deckebach. Motion approved.
- Theresa, Nancy and Brian will meet in February to update 2017 goals and set forth 2018 goals.

F. Long Range Planning –

OLD BUSINESS:

- Elaine Shay was honored with flowers and a card from Nancy.
- Vacancy on the Board of Trustees: Commissioners are now going to interview all citizen board members in Township
- By Laws are simple and sufficient. Toby feels the By Laws need some correcting and refining. They were last approved 2009.

NEW BUSINESS:

- The Board will send an ambassador to the Township Meeting once a month. Theresa will create a schedule to bring to the next meeting. Start in March, 2018.
- Brian Mays has a new email; maysb@lmsd.org

CORRESPONDENCE : Reviewed and discussed.

EXECUTIVE SESSION: N/A

ADJOURNMENT:

The meeting was adjourned at 9:25PM
Our next meeting is Feb 26, 2018

Respectfully submitted,
Theresa A Deckebach, Secretary