

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

Date: 4-24-17

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

PRESENT: Tom Tyler, Brian Mays, Elaine Shay, Teresa Scroggins, Garrett Page, Theresa Deckebach, Ralph McDevitt, Tom Tyler, Ellen Baxter, President of the Friends of the Library, Mimi Satterthwaite, Head of Reference

PRESENTATION: Investment Overview by Ralph McDevitt; Reviewed investment performance through the end of March

- No recommendations for Shay/Ollinger Endowment account; exceeding targets
- Building Endowment Fund; growth has been strong
- Investment policies were distributed; revisions and updates will be made in the near future to these policies; suggestions for changes were made by Ralph to the Finance Committee. Withdrawal guidelines were suggested and investment policy will be expanded.
- Ralph McDevitt suggested the use of guideline review with a checklist to establish “institutional memory”. He will share with the Finance Committee. Also establishes a metric – did we meet our expectations?
- Our fiscal year is January to December; we should revisit it each February.

MINUTES:

Correction: Presentation by Ed Furman (corrected misspelling)

A motion to approve the minutes of March 27, 2017 was made by Tom Tyler seconded by Teresa Scroggins. Motion passed.

TREASURER’S REPORT:

- *Revisions to the March 27, 2017 minutes (Treasurer’s Report) will be forthcoming.*
- No discussion or changes; file for audit

DIRECTOR’S REPORT: Reviewed and discussed (Mimi

- Replacement for Michael from Technical Services (retirement) will overlap for a week; PhD in Library Science – Dr. Heather Farr
- All new copiers and printers in the library
- All items on checklist connected to condenser unit replacement are up to date
- Raffle off a Longwood Gardens pass each day during Library Week
- Senator Haywood’s office visited the Roslyn Branch at request from Meghan
- Six week Mandarin Chinese course for 16 children
- Envision the Future meetings have been ongoing, including Post It notes chart – What brings you to the library today? Idea: Have people submit ideas for scrolling digital sign outside.
- *Remember My Child* – book donated today; written by local Holocaust survivor
- Thank you note from Karen McInnis shared with Board
- Patron Handbook – Nancy, Karen and staff have been working on a handout for new residents; this Patron Handbook will accompany a mailing that comes from the township; they will also be available in library

ADULT LITERACY: Reviewed and discussed.

- Policy for warrants/requests for information about Adult Literacy was shared/discussed

COMMITTEE REPORTS:

A. Friends:

- Design a Bookmark Contest Reception last week; record number of entries
- Sidewalk Sale – library staff were very supportive with moving the plants, pretzels, etc inside due to rain. Many thanks from Ellen to the staff. Over \$2500 made. Vendor spots were sold out (35 vendors).
- Next meeting is May 13; Brian is the Board representative.

B. Development –

- Recommendation from Ralph; “total return withdrawal” policy - %age of the fund being able to be used.

- The funds that are used can be shared with the public to show their investment in the library; can be part of appeal
- C. Finance/Investment -
- Committee reviewed investment policy, annual adherence metrics.
 - Committee will continue to review performance of funds; reviews to policy and bring to Board for approval
- D: Executive: N/A
E Personnel – N/A
F. Long Range Planning – N/A

OLD BUSINESS:

- Benches – email from Nancy regarding adding more. The space is fairly small, but it does appear sparse in that area. Should we continue to consider additional benches?

NEW BUSINESS:

- Food for Fines – Theresa Deckebach shared information about an idea (borrowed from the Monmouth County, New Jersey library system) to collect food items at the library through a Food for Fines program – collect food stuff to relieve fines; connects to summer reading theme: “Build a Better World”; Board was in favor of the idea; Theresa will discuss full details with Nancy to see if she is in favor. Theresa will help organize if Nancy is amenable.
- Next May – Board of Trustees Officers election; Teresa Scroggins will email each officer to ask if they want to retain position

CORRESPONDENCE : Reviewed and discussed.

EXECUTIVE SESSION: N/A

ADJOURNMENT:

The meeting was adjourned at 8:39 p.m.
Our next meeting is May 22, 2017.

Respectfully submitted,

Theresa A Deckebach, Secretary