

MINUTES OF THE PARKLAND COMMUNITY LIBRARY BOARD OF DIRECTORS MEETING

October 23, 2014, at 7:00 p.m. at Parkland Community Library

PRESENT: Karl Siebert, Barry Cohen, Bob Fager, Lynn Feldman, Stacy Hortner, Nancy Holler, Sam Feldman, Esquire, Kim Wagner, staff, and Executive Director Debbie Jack.

PRESIDING: Karl Siebert

MOTION FOR APPROVAL OF MINUTES:

Barry Cohen made a motion to approve the September 23, 2014, minutes. Lynn Feldman seconded the motion, and the September 23, 2014, minutes were unanimously approved.

TREASURER'S REPORT: Bob Fager

1. Bob Fager made a motion to accept the September 2014 Treasurer's Report. Barry Cohen seconded the motion and the September 2014 Treasurer's Report was unanimously accepted.
2. The year-to-date expenses vs. 2014-15 overall Budget were reviewed. In the future it was decided to add information in the notes column if there are great variances, in addition to a percentage column.
3. The Funds Breakdown spreadsheet was reviewed.
4. The 2013-14 yearly Audit was completed.
5. A copy of the 2013 IRS Form 990 was e-mailed to all Board members. The original will be filed with the IRS prior to the due date of November 15, 2014.
6. Bob Fager explained the journal entries made for June 30, 2014, as per the audit. The majority of the entries pertain to in-kind donations, fixed assets and depreciation.
7. Bob Fager made a motion to accept the Audited June 2014 Treasurer's Report. Lynn Feldman seconded the motion and the Audited June 2014 Treasurer's Report was unanimously accepted.
8. It was decided to wait until November 2014 to do the annual transfer of funds from the operating account.

CORRESPONDENCE: No report.

ACTION ITEMS LIST: The list was passed out by Debbie Jack and reviewed.

COMMITTEE REPORTS:

HR: The Retirement Celebration for Marjorie Stevens was a very nice event and enjoyed by all.

BUDGET & FINANCE: Bob Fager

1. Online donations were discussed. It was decided to place a donation button on the website going forward. The Board will review, on a quarterly basis, donations to the library and how these donations were spent.
2. Bob Fager made a motion that all donations to the library go into an operating fund, unless otherwise specified by the donor. Barry Cohen seconded the motion and it was unanimously approved.

BY-LAWS: Sam Feldman

1. Sam Feldman had meetings with Steve Miller, solicitor for Parkland School District, in May and September 2014.
2. Sam Feldman reviewed the Library Code and what the requirements are as per the Code.
3. The new By-Laws will be aligned with the library's fiscal year, or July 1, 2015.
4. Sam Feldman explained term limits, staggered terms, and the process for nominations to the Board to fill vacancies or expiring terms.
5. Officers of the Board will be for a 2-year term.
6. There will be a Board Resolution to implement the new By-Laws.
7. Sam Feldman will send a draft of the By-Laws to Karl Siebert and then to Steve Miller.
8. The initial Committees to be included in the By-Laws will be a) Nominating, b) Budget & Finance, and c) HR. Other Committees will be created on an as needed basis by Resolution.

STRATEGIC PLANNING: Stacy Hortner and Barry Cohen

1. There are meetings scheduled for a facilitator for this process. One meeting is with Kumer on Monday, October 27th, at 10 a.m. by Skype. The second is with the Ivy Group on Tuesday, October 28, 2014, at 1 p.m. at the library.
2. Debbie Jack sent the James Keller proposal to the Board. It was decided that the Strategic Plan and any library renovation go hand-in-hand. Options would be to complete the Strategic Plan and then determine the needs for a renovation. Other option would be to do any renovations in stages or phases. Debbie Jack will contact James Keller since parts of his proposal mirror the Strategic Planning process. Debbie Jack will get further clarification as to areas that would be duplicated.

BUILDING: No report.**FRIENDS' LIASON: Nancy Holler**

1. Beginning mid-November, Friends will have gift certificates available from the Kuhnsville Car Wash.
2. The next meeting of Friends will be Thursday, November 6, 2014, at the library.

EXECUTIVE DIRECTOR ORAL REPORT: Debbie Jack

1. The library had a total of 893 new cardholders between the schools, open houses and in the library for the month of September.
2. The North Whitehall Township Book Drop has seen 41 items returned since its inception, August 28th, 2014.
3. Geek the Library Kick-Off will be held Saturday, October 25, 2014, with a visit from "If You Give a Mouse a Cookie", balloonist, popcorn, cotton candy and carnival games.
4. A proposed new "logo" for the library was passed out to all Board members and presented by Debbie Jack. Barry Cohen made a motion to approve the new logo for the library. Bob Fager seconded the motion and the new logo was unanimously approved by all.
5. The Parkland Community Library's new continuing education requirements will be 6 hours per year for each staff member regardless of the number of hours worked per week.

Meeting adjourned at 10:00 p.m.

The next Board meeting will be Thursday, November 20, 2014, at the library.

Respectfully submitted,
Lynn Feldman Secretary