

Quarryville Library Center: Board of Trustees Meeting
April 11, 2022

In Attendance: Chris Waite (President), Linda Walter (Vice President), Miriam Homer (Secretary), Peggy Gordon (Trustees), Susan Eshleman (Director), Maribeth McMullen (Assistant Director)

Call to Order: The meeting was called to order by President Chris Waite at 6:08 p.m.

Approval of Minutes: The minutes of the March 14, 2022 meeting were approved.

Property and Assets: Linda Walter reported on the Reading Garden Estimate received from W. Atlee Construction. Jake Armour from W. Atlee Construction had recommended an inexpensive temporary fix to the concrete/paver gap at the patio entrance by putting a metal steel plate on top. This fix could also be done on the left side of the library sidewalks where there is a gap. With regard to the patio repair, Armour stated that to simply replace the courses would be time-consuming and would not really solve the problem. He recommended replacing the entire patio with new pavers and explained that it would be more cost effective to replace with new paving, which could be larger sized pavers, thus requiring not as much labor to put down. His ballpark estimate to do this replacement job would be \$18,000 and he estimated ten days to do the job. He also strongly recommended sealing which will guarantee the results for a longer period. Linda Walter noted that his schedule is rapidly filling up and we would need to act by early May to get on his schedule for the summer or fall. Armour had also been asked to give a rough estimate of erecting a pavilion on the patio. A guestimate for this project would be an additional \$16,000. Discussion would have to be held on how to handle electricity hook-up and internet access.

It was decided that Linda should get a second quote for the patio project from AB Hardscape. She was also directed to get firm bids from W. Atlee Construction and AB Hardscape for the temporary fixes suggested for the paver and concrete gaps.

Treasurer Position: The President noted that an official resignation email had been received from Sharon Heher for the position of Treasurer. Miriam Homer made a motion, seconded by Linda Walter, to elect Margaret (Peggy) Gordon as Treasurer; motion carried.

Director's Report: The Director was given authorization to have Leon C. Landis complete the repairs on the water heater. She will meet with Ashley Boos to discuss creating services for homeschools. There is a possibility that CareerLink will have a representative on-site at various times. The book club for adults scheduled for evenings will no longer be held because of lack of attendees. The Director reported that the Giving Tree project had raised \$163.55 toward the purchase of children's books. She shared a few patron cards that had been completed with thoughts on what the library means to them. The Director had additional Giving Tree cards with her at this meeting if anyone was interested in supporting the project. Susan shared that she is continuing to attend technology and training events pertaining to her position. She also

noted that she is researching information on the PA Educational Improvement Tax Credit program, which allows businesses to get an additional tax discount for donating to non-profits on the EITC list.

Treasurer/Finance: A question was raised as to the correct way to code the donation from Ephrata Bank in QuickBooks. Sharon Heher had recommended that these funds be treated similarly to grant funds so that any expenses incurred would reduce the balance down to zero. It was decided that Peggy Gordon will talk to Sharon Heher and Melanie Pluck to correct the situation. Waite shared a corporate resolution listing contacts for CETERA. Signatures will be obtained and the document forwarded to CETERA. This is needed because CETERA did not have current contact information on record.

Human Resources: The President shared the report submitted by Cinda Showalter. The effort to recruit Board members from Stoner did not go well. Paperwork is being completed by Chris for setting up Board retreats via Zoom.

Vice President Report: Linda Walter suggested that the library should retain a legal advisor, in the event assistance is needed in the future. It was suggested she contact Ginny Hess for contact information for an attorney with J. Clarke Associates. Linda stated that she and Chris had been visiting Board of Supervisor meetings at Bart, Eden, Colerain, Fulton, and East Drumore Townships. They will also be visiting Little Britain Township this week. Cinda Showalter and Peggy Gordon had also attended some of these meetings. It was also noted that an exchange of books with Solid Rock had been completed.

Fundraising: Linda Walter gave an update on Fundraising. It was noted that Ephrata Bank had been thanked publicly for their donation through library social media and also on the Business Thank You Board located in the lobby. She noted that the bank has also asked for pictures that can be posted on their website. Some discussion was held on how to give recognition to business patrons. A meeting had been held with a representative of the Bank of Bird-in-Hand – they were given a list of various activities that they could consider for sponsorship. A reminder was given about the Chicken Barbecue/Plant Sale/Book Sale to be held at the library on Saturday, April 23rd. The Board was challenged to think about possibilities for an additional chicken barbecue in the fall and ideas on how to utilize potential trips and larger gifts through raffles.

Wakefield Lions Club Event: Susan Eshleman stated that two representatives of the library were invited to the Wakefield Lions Club 50th Charter Night celebration scheduled for May 13. She will look into further details.

Friends of the Library: Chris Waite reported that the Book Drive held on April 2nd from 10:00 a.m. to 2:00 p.m. was very successful. He expressed his appreciation that Ruth Frey had donated the banner to the library that will be used for various events.

Three Highlights for Friends Meeting:

1. Election of Peggy Gordon as Treasurer
2. Quotes were reviewed for repairs to the Reading Garden
3. Corporate resolution was prepared and approved with updated contact information for CETERA

Adjournment: The meeting was adjourned at 8:07 p.m.

The next meeting is scheduled for Monday, May 9, 2022, at 6:00 p.m.