

**Quarryville Library Center  
Board of Trustees Meeting Minutes  
November 14, 2022**

**Members present:** President Chris Waite, Vice President Linda Walter, Treasurer Peggy Gordon, HR Chair Cinda Showalter, Jewell Shivery, Kathy Thorn

**Guests:** Director Susan Eshleman, Assistant Director Maribeth McMullen, Friends of the Quarryville Library representative Deborah Waite, Ed Miller District Service Manager Library System of Lancaster County, community member Jan Thies

**Opening comments:** President Chris Waite opened the meeting at 6:06 pm. Chris introduced and welcomed guests.

**Minutes:** The October 10, 2022, meeting minutes were approved.

**Ed Miller District Service Manager Library System of Lancaster County** presented information regarding **Library Laws Past and Present and Types of State Aid**.

**Director's Report:** Susan Eshleman reviewed her written report. She indicated she is learning **management system training** which all employees need to have since it's a state required standard. She also stated **Millersville University** will continue to work with us next year. New computers for staff and public will be purchased from the library system when available. The expense has already been added to the 2023 budget.

**Vice President's Report:** Linda Walter

**Update on township meetings:** Visits have been made to all township meetings except Colerain. Cinda and Jewell will make this visit when it can be arranged. In the future, visits should be made in the spring for a thank you and in the fall for a financial support ask. **Martic Township wants a receipt** for their donation, and we need to indicate how we used their contribution.

**Fundraising:** Linda Walter and Deb Waite reported we held a **successful BBQ/yard sale/book sale October 22**. Thanks was extended to all who participated, and Linda wrote a thank you which was published in the Chronicle.. **Wakefield Lions Club** have indicated their willingness to do two chicken BBQs for us yearly. Consideration should be given to adding a bake sale in the spring. **Go-Fore Golf is our next fundraiser**.

**Patron Drive and Extra Give:** Letters and post cards to donors were mailed. In the future, we should consider post cards to smaller donors. The tri-fold solicitation brochure should be placed on the website. Township supervisors should be sent a solicitation letter.

**Human Resources:** Cinda Showalter reported on the completion of the **director's performance evaluation and goal setting process**. Susan's goals were circulated.

**Executive Session:** The board went into executive session to discuss **salary recommendations presented** by the HR committee.

**Treasurer/Finance:** **MOTION APPROVED** to accept the 2023 payroll increases and include these increases in the 2023 budget.

A meeting is taking place this week with **Ephrata National Bank** to change to their services effective 1/1/23.

**Property/Assets:** Chris Waite and Linda Walter shared an **update on the patio, sidewalks, and roofing**. The patio cobblestones, edging and unevenness have been improved, thanks to Jewell Shivery. Likewise, raised edges in the sidewalk have been ground down for safety. **Buck Hill Exteriors** has submitted an estimate for roof repair. Another estimate will be secured. Chris will talk with Bryan Cutler regarding any funds which may be available for roofing. Additionally, the boro sealed the parking lot cracks.

**Art Committee:** The **Octoraro Art Association** will hold an art show with an opening reception Saturday, November 19<sup>th</sup>. The show will be held in the Carlson Room thru December 17<sup>th</sup>.

**Friends of the Board Fundraising report:** Deborah Waite indicated the Friends have had a busy fundraising season. The yard sale and book sale held along with the October BBQ chicken event was very successful. And so was their craft fair held on November 12. They will be conducting their annual **Christmas cookie / book sale December 9 & 10**. This is an event not to be missed due to the many delicious items available.

**Old Business:** **Ephrata National Bank** gives us \$3,000 for 5 years. Since we need to spend 12% of our budget on book purchases, their donation will be used for this purpose.

**Staff appreciation breakfast** will be held in the spring.

**New Business:** none

**Three Highlights for the Friends:**

1. Ed Miller presented information from the Lancaster Library System
2. Salary increases were approved and added to the 2023 budget
3. Appreciation was extended for all the work the Friends have been, and will be doing

Meeting was adjourned at 8:15 pm

**Next meeting: December 12, 2022 @ 6 p.m.**

Submitted by Cinda Showalter, acting secretary

