QUARRYVILLE LIBRARY CENTER

Serving all of Southern Lancaster County and beyond!

BOARD OF TRUSTEES
Meeting Agenda
November 10, 2025

Attendees: Jewell Shivery, Peggy Gordon, Treasurer, Rhonda Heidinger (depart at 630pm), Diane Hogg, Bill Jenkins, Alexis McVey, Ruth Richardson

Absences: Manuel Martinez, Cinda Showalter

CALL MEETING TO ORDER at 6:04pm by Jewel

GENERAL BUSINESS

Approval of minutes from September meeting

- Approve by email

DIRECTOR'S REPORT

Review of documents

- No edits/concerns
- PT library assistant started 11/7/2025 to help with front desk and phones

Strategic Plan

- Long term planning decisions
- Endowment fund
    - Attractive to donors, long term sustainability for future boards, donors can choose where to put funds
- Recommend $100k in traditional endowment fund
    - Bill made a motion
    - Ruth second
- Building fund is currently in operating account, determine if we should use quasi endowment for these funds AFTER we determine HVAC needs

MAINTENANCE

Carlson Room HVAC

- Repair vs replacement quotes from Trago discussed (quotes are for Carlson Room unit only)
- Cost saving concerns in relation with strategic plan/long term planning
- Requested quote/geothermal info from Trago, waiting to hear back
- Michele to contact Christiana Library about geothermal there
- Defer discussion until quotes received (Trago, Red Truck Mechanical, Geoff Hurley)

FUNDRAISING/PUBLIC RELATIONS

Fall BBQ

- ~$5548 gross sales, expenses not removed
- Concern that construction at intersection could have negatively impacted sales

ExtraGive

- November 21
- Social media posts will be sharable, can create personal fundraising page

TREASURER/FINANCE

Review of documents

- Colerain and Martic township funds received
- Cash gift/thank you Christmas card for staff
- Candy/card for volunteers
- Next year budget for collection can be consolidated
    - Don't need detail for each item

Investment Discussion - decision needed!

- Add townships/boroughs to Budget overview document, even if they don't contribute
- Collection line item 53000, estimated at $42,000.00 preliminarily
    - has to average 12% for all libraries to qualify to state funding
- Peggy Motion to approve 2026 budget
- Dianne second

FRIENDS OF THE LIBRARY

- 1st year that Friends had their own table at craft show
- Yard sale at Fall BBQ made ~$2,000
- Art shows historically conducted in the Carlson room, will be restarted and discussions will begin January 2026

- Cookie sale December 12th and 13th

OLD BUSINESS

NEW BUSINESS

Meeting dates for 2026 - January 12, March 9, May 11, August 10, September 14, November 9

- Dates approved

Board vote for 2026 - Rhonda, Cinda and Bill 2nd term, vote to keep officers as is or we can discuss new roles. Let Jewell know if you would like to make a nomination for an officer - you can also nominate yourself!

- Vote to reinstate Rhonda. Cinda, Bill for 2nd term and vote to keep officers for secretary, treasurer, chair the same for 2026
    - Bill made motion
    - Alexis second

ADDITIONAL PUBLIC COMMENTS

- Go Fore Golf recruiting new sponsorships this week
    - Michele/Bill

3 Highlights for the Friends meeting

1. Amanda (was a volunteer) now working PT at front desk as library assistant
2. Extra Give 2025
3. N/A

Next Meeting - January 12th

BOARD TERMS

2026 Manny, Ruth, Diane

2027 Peggy, Jewel, Alexis

2028 Cinda, Bill, Rhonda

Adjourn 6:50pm Motion by Ruth, Second Bill

FUNDRAISING CALENDAR

January -

February - Go Fore Golf

March - Business Drive

April - Barbecue, Plant Sale

May - Patron Drive

June -

July -

August -

September - Go Fore Golf sponsorships

October - Barbecue, Yard Sale

November - Extra Give

December -