

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JULY 17, 2017

Board President, Todd Gerber, called the meeting to order at 7:02 p.m. with the following Board members present: Mr. Bartiromo, Mr. Campbell, Mr. Keyser, Mrs. Lyon-Galvin and Mrs. Reese. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Lyon-Galvin moved to approve the Regular Meeting minutes of June 19, 2017. Keyser seconded the motion. The vote was unanimous. (07-17-62)

Slife presented the July 2017 Director's Report. The following items were mentioned:

- Slife noted that, even though the teen programming and attendance statistics are low, there are 171 teens enrolled in the Summer Reading program. Statistics are lower than last year because there are no current book talks at the schools. Staff moved from passive programs to hands-on programs and are now looking to move back to somewhere between these two different programming types. Librarian, Jennifer Coventry, is being given more access at the high school in the coming year. She will be making face-to-face contact in order to develop connections with students. Staff is working on cross-promotion opportunities. The department is working with WHS principle, Steve Moore, to establish a focus group consisting of high school students.
- A prototype of an on-line portal for Trustees was developed in Google Drive. Slife will send Trustees a link to the portal in the next couple weeks. It will serve as a digital library for Trustee tools and archived board packets.
- Lyon-Galvin suggested that staff look for creative ways to get upcoming program information to a new and wider audience – information cross-sharing.
- Gerber inquired into the number of summer reading program participants that have submitted reading minutes. Slife will follow up with this information.

Slife presented the July 2017 Personnel Report. There were no employment actions during July.

Campbell moved to approve the July Personnel Report. Reese seconded the motion. The vote was unanimous. (07-17-63)

Moutes presented the Business Manager's Report.

Lyon-Galvin made a motion to accept the monetary gift received in July 2017. Gerber seconded the motion. The vote was unanimous. (07-17-64)

Lyon-Galvin volunteered to perform the 2<sup>nd</sup> Quarter 2017 Credit Card and Cash Verification Audit.

The Financial Report indicated the following cash balances as of June 30, 2017:

General Fund	\$2,607,624.94
Capital Projects Fund	<u>\$ 860,887.19</u>
Grand Total All Funds	\$3,468,512.13

Bartiromo moved to accept the Financial Report. Reese seconded the motion. The vote was unanimous. (07-17-65)

Moutes presented the Investment Report. No CDARS matured during June.

General Fund and Capital Project Fund bills totaling \$73,962.33 were submitted for approval. Keyser moved to approve payment of the bills. Bartiromo seconded the motion. All were in favor. (07-17-66)

Under the Building & Equipment Committee, Lyon-Galvin provided a recap of the committee meeting that occurred immediately preceding the regular meeting of the Board. Slife provided copies of Sander Contracting's Phase I Gantt Chart.

Slife added that the Burgeon Group's construction of the bookmobile interactive is ahead of schedule. Slife further added that small, yellow, plastic construction helmets were purchased to pass out to children during construction. Children will get a sticker for their helmet each time they visit during construction.

Under old business, Slife stated that the staff's comments on the Operating Policy Manual were received and will be reviewed by the Management Team. Next, the newest version of the manual will be forwarded to the County Prosecutor's Office for review. Slife will have the manual back to the Trustees at the August Board meeting.

Gerber made a motion to approve the addition of a leaf to the donation tree in the name of Mark Grucza in appreciation and recognition of his seventeen years of service on the Board of Trustees. Campbell seconded the motion. All were in favor. (07-17-67)

Bartiromo moved to adjourn the meeting at 7:49 p.m. Lyon-Galvin seconded the motion. All were in favor. (07-17-68)