

Present: *Trustees:* Beth Banko, Ken Banko, Estelle Bloom (by phone), Margaret Fritz, Terry Fritz; *Library Staff:* Terri Randolph; *Borough Representative:* Ed Bartosiewicz, Ann Moyer; *Guests:* Joanne Allen (Business Insurance Advisor), Kate Brandes (Finance Chair of the Borough of Riegelsville), Ann Anderson (Friend of the Library)

The meeting was called to order at 6:59 PM.

The Jan 13, 2020 minutes were approved after the following correction was suggested by Terry Fritz: “When the **Riegelsville Academy Fund** CD matures, it will not be reinvested but **will be held and may be used** for the roof/window project.” Terry’s motion was unanimously approved. Estelle will store the amended minutes in Dropbox.

The Agenda was approved unanimously as submitted.

DIRECTORS REPORT: Here are some highlights from the January 2020 Directors Report. Terri went to American Library Association meeting in Philadelphia with Becky and Erica Sommer; they brought back several books signed by authors for the library and many advance copies that will be distributed during summer reading. The annual State Aid report is finished and has been sent to Doylestown to be checked over and then sent on to Harrisburg. The entire Directors Report will be stored in Dropbox.

TREASURER’S REPORT: Terry Fritz officially took over Debbie Jo’s responsibilities. Estelle, Beth and Terry F. met at Penn Community Bank to fill out forms and now have check signing authority for Library accounts. Debbie Jo left extensive and excellent notes on how to use the system. Terry is in the learning phase and will be able to answer questions soon. Margaret and Terry are continuing to work on writing a job description for a bookkeeper. The Treasurer’s report was unanimously accepted as written.

COMMITTEE REPORTS

Fundraising: The Annual Letter needs to be written. All labels for the mailing were printed by Terri and Estelle.

Grants: Terry F. asked what the McEldowney Foundation Grant was and Terri R. answered that we receive it every year and that it is not restricted in any way.

Continuous Improvement: Ken and Terry F. are continuing to work on the By-laws.

Governance: Ken is continuing to work on the Code of Conduct. Terri R. will send him information.

OLD BUSINESS: At the last Borough Council meeting, Beth addressed the issue of the use of the hallway when a Library fundraiser is taking place in the Community Room. Beth told the Council that the Library has to know if the hallway is being used by another entity. Clarification is still needed as to whose responsibility the hallway is during a fundraising event. Beth will bring up the issue at the next council meeting.

NEW BUSINESS: Joanne Allen introduced herself. She is a Business Insurance Advisor at FIFS (Franconia Insurance and Financial Services) which recently acquired Penn Community Insurance. She will send the Library a new information packet and noted that nothing will change other than the name of the insurance company. Joanne spoke about insurance and bonding and said that only employees and Board members can be bonded but not volunteers. A bonded person should be in charge of any fundraising event and is responsible for counting the proceeds at the end but volunteers are allowed to handle cash during the event. Joanne had questions about the Friends of the Library and was told that it is an entirely separate entity. Ann Anderson was asked if the Friends has an insurance policy and she stated that she didn't know the answer. The Library would be responsible for any injury if it happens at an event sponsored by the Friends if they do not have their own policy. Joanne said that the Friends could be named on the Library's policy. She will check if there would be an additional charge. Terri Randolph will be our sole contact with Joanne. She suggested that there always be two signers on checks over a certain amount. Margaret asked for quotes for how much it would cost to bond the entire Board and a subset of the Board. If a future bookkeeper is a contractor, they would not have to be bonded; if they are hired by the Library, we

would have to bond them. Kate Brandes gave a recap of the roof and window replacement grant awarded by the State. Originally, the grant was to cover half of the entire cost but the State decided that since not all of the roof is over the Library, it will only grant the percentage that is. As a result, the Borough is asking the Library for an additional \$13,888. Beth suggested that the Riegelsville Academy Fund be used for this purpose. Terry said that this fund's CD matures on March 26, 2020 and that it will be cashed in for this specific purpose if approved by the Board. Kate will have an official letter sent to the Library from the Borough requesting this specific amount. Ann Anderson presented the Library with a check for \$224.97 that was generated by the sale of collectable books she was able to sell on sites like eBay. Ann requested that it be deposited in the Endowment Fund. She told the Board that she will not be doing this anymore and recommended that we use a person who charges a reasonable fee for this type of service. Ann was thanked for her efforts in this endeavor over the years. Terry's motion to place the funds in the Endowment Account was unanimously approved.

CALENDAR REVIEW: British High Tea: 2/23
Antiques Appraisal: 4/19
Primary Day Hoagie Sale: 4/28

Riegelsville Community Affairs Meeting: Beth will attend on Feb 19, 2020 at 7:00pm.

Durham Board of Supervisors Meeting: No one will attend on Feb 11, 2020 at 7:30pm.

Historic Room: It was noted that the file cabinet is still there.

Next meeting: Mar 9, 2020 at 7:00 p.m.

The general meeting was adjourned at 8:13 pm.

Respectfully submitted,

Estelle Bloom, Secretary