

Present: *Trustees:* Beth Banko, Ken Banko, Estelle Bloom, Margaret Fritz, Charles (Terry) Fritz; *Library Staff:* Terri Randolph; *Borough Representatives:* Ed Bartosiewicz, Ann Moyer; *Guests:* Debbie Jo Mitchell, JoAnne Walsh, Nancy McEvoy, Pat McEvoy

The meeting was called to order at 7:03 PM.

The Dec 9, 2019 minutes were approved.

DIRECTORS' REPORT: The Library will be having a second program about the 2020 census on January 22. There will be a Winter Hours Schedule for the Library during the months of January and February. The hours will be 9am – 6pm Tuesday and Thursday; and 9am – 4 pm Wednesday and Saturday. Beth asked if Income Tax Forms will be available in the Library. Terri answered that they will be delivered soon. The Director's report will be stored in Dropbox.

TREASURER'S REPORT: The Treasurer's report was accepted with the proviso that we find out where the Vanguard account is indicated on the report. Charles (Terry) Fritz will investigate. When the CD matures, it will not be reinvested but will be used for the roof/window project. The Borough Council "signed onto the monies." Ken had several questions about the new roof and window funding, namely: What do we get and how much do we have to spend? What work is going to be done and how much do we have to contribute? Kate Brandes on the Borough Council will be our contact. All Board members were asked to think of questions and send them to Margaret. Margaret volunteered to coordinate.

COMMITTEE REPORTS

Fundraising: Beth stated that it was time to write the Annual Fundraising letter. Everything has to be completed by end of March. A motion was made to order 2 years-worth of envelopes when needed. The motion was unanimously approved. Estelle said that she spoke to Bill D'Anjollel about dates for another Antiques

Appraisal fundraiser. March 22 and April 19 are available. The Board unanimously voted for the April 19 date.

Beth talked about her concern about outside vendors being in the entrance way selling goods while the Library was having fundraisers. This happened twice – at the cookie sale and the used book sale, Terri noted that both were approved by Borough. Beth believes we should be notified if this will happen. The matter will be brought up at the next Community Affairs meeting. Ann Moyer didn't know how it occurred.

Grants: A discussion about grants will take place at the Feb 10 board meeting.

Continuous Improvement: Ken and Terry intend to review the by-laws and re-write them if necessary.

Governance: No discussion.

OLD BUSINESS: Ed will contact Upper Bucks EMT to pick up the old file cabinet.

NEW BUSINESS: Four representatives (listed as Guests above) of the Friends of the Library attended the meeting. Nancy read a letter from Ann Anderson who was not able to attend. The main issues were 1) the fact that only Board members are now allowed to handle money at fundraising events and 2) the lack of communication between the Board and the Friends. Pat McEvoy asked why does everybody who handles money have to be bonded. He was told that the Board was advised to do so by 3 people: Chris Snyder, our accountant and our treasurer. JoAnne stated that the Friends didn't know it was being implemented. It was agreed that a letter should have been sent out describing the necessary changes. In the future, the Board agreed that there will be better communication. It was decided that the Board will contact our insurance company to find out exactly who can handle the money and what the procedures are. Ann's letter will be stored in Dropbox.

Dani's resignation letter was unanimously accepted. Estelle will forward her resignation email to the Borough. Charles (Terry) Fritz was nominated to be

acting Treasurer. The Board (not including Terry) voted unanimously in favor of the nomination.

Charles (Terry) Fritz suggested that three people should be authorized signers on the Library's bank accounts. A letter of intent written on Library letterhead stationery and these minutes will be submitted to Penn Community Bank to indicate our desire to have Beth Banko, Estelle Bloom and Charles (Terry) Fritz to be signers on all of the Library's accounts. In addition, Debbie Jo Mitchell and JoAnne Walsh will be removed as signers. We intend this to be effective as of 2/1/2020. Terry will meet with Debbie Jo to go over the handling of the new QuickBook system.

It was noted that we have to advertise for the bookkeeper's position. Terry and Margaret will write a job description of the duties and compensation. Margaret will look into seeing if AARP Senior Service has anyone on their lists who might be interested in the position. The Board unanimously voted to hire a bookkeeper.

CALENDAR REVIEW: High Tea: 2/23; Snow Date: 3/1
Antiques Appraisal: 4/19
Primary Day Hoagie Sale: 4/28

Riegelsville Community Affairs Meeting: Beth will attend on Jan 15, 2020 at 7:00pm.

Durham Board of Supervisors Meeting: David will attend on Jan 14, 2020 at 7:30pm.

Historic Room: No discussion.

Next meeting: Feb 10, 2020 at 7:00 p.m.

The general meeting was adjourned at 9:02 pm.

Respectfully submitted,

Estelle Bloom, Secretary