

Present: *Trustees:* Beth Banko, Ken Banko, Estelle Bloom, Margaret Fritz, Terry Fritz, David Oleksa; *Library Staff:* Terri Randolph; *Borough Representative:* Ed Bartosiewicz; *Guests:* Dan Fehling, Ian Humphreys

The meeting was called to order at 7:00 PM.

The Feb 10, 2020 minutes were unanimously approved as written.

DIRECTORS REPORT: The British High Tea Fundraiser was a great success but a space with a kitchen will be needed the next time we have it. Terri and Debbie Jo met with Ian and Dan from Durham Springs. The rest of the Autumn Fest discussion is documented under Fundraising. The Director's Report was approved unanimously. The entire report will be stored in Dropbox.

TREASURER'S REPORT: Terry pointed out that the Vanguard Fund Account is decreasing due to current stock market decline. There are other alternatives (e.g., cash) but Terry recommends staying in the Fund. Cash for the replacement windows from the Cook Academy Fund CD will be available on 3/27/2020. Terry will look into getting a Vanguard Money Market Fund to hold the monies until a check is written. If that is not accomplished before 3/27, it can go into our checking account until a check is written. Margaret proposed that the amount remaining after the cost of the windows go into our checking account until we decide what to do with it. The vote to do so was unanimous. We received a check for \$16,000 from the Payne Grant allocated to the children's librarian and programs. It was decided that \$10,000 be put into savings at this time because the construction projects might affect the 2020 summer children's programs. The vote to do so was unanimous. The Treasurer Reports will be stored in Dropbox.

COMMITTEE REPORTS

Fundraising:

Dan Fehling and Ian Humphries from Durham Springs discussed plans for the September 20th Autumn Fest which will be held at Durham Springs. They indicated their desire to help the community. Dan has many years of catering and fundraising. Terri and Debbie Jo have already met with them and worked out most of the details. Margaret asked what exactly the Library's function is. Dan answered that the Library is the fundraiser and they're the organizers. They will try to get additional vendors. All of their equipment will be made available as needed, i.e., tables, glasses etc. Dan and Ian will also help find distilleries and wineries. It was noted that distilleries and wineries can only do tasting and not sell any products. We might get vendors to sell their products at the event and pay a fee to do so. The contract with Durham Springs is stored in Dropbox.

Ken submitted his final version of the Annual Fundraising Letter and it was unanimously approved. Volunteers are needed to complete the task of getting the mailing ready.

We discussed what was needed to get ready for this year's Antiques Appraisal Fundraiser. Ken volunteered to buy supplies that are needed.

The hoagies for the Primary Day Hoagie Sale will be again be supplied by Mueller's. Ed B. noted that there was a change of management at Mueller's and that Mel, who was Estelle's main contact, might not be there anymore.

Grants: The Payne Grant has been received. We still haven't heard from the Art Fund which we usually get at the end of February.

Continuous Improvement: No discussion.

Governance: Ken received several examples of Code of Conduct for Trustees. He will look into them and report back to the Board.

OLD BUSINESS: No discussion.

NEW BUSINESS: Terri will call to have the air conditioners checked.

CALENDAR REVIEW: Antiques Appraisal: 4/19
Primary Day Hoagie Sale: 4/28
Book Sale: 5/22, 23, 30
Autumn Fest: 9/20

Riegelsville Community Affairs Meeting: Margaret will attend on Mar 18, 2020 at 7:00pm.

Durham Board of Supervisors Meeting: David will attend on Mar 10, 2020 at 7:30pm.

Historic Room: The old file cabinet is still in the room but no final decision was made how to remove it to the Firehouse.

Next meeting: Apr 13, 2020 at 7:00pm.

The general meeting was adjourned at 8:17pm.

Respectfully submitted,

Estelle Bloom, Secretary