

**Present:** *Trustees:* Beth Banko, Ken Banko, Estelle Bloom, David Oleksa; *Library Staff:* Terri Randolph, Becky Finberg; *Borough Representatives:* Ed Bartosiewicz, Ann Moyer; *Guests:* Chris Snyder, Debbie Jo Mitchell, Dani McClanahan

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

The Aug 12, 2019 minutes were approved as written.

**DIRECTORS' REPORT:** Here are some highlights from this month's Directors' Report. The last SummerQuest weekly program was on August 1. The number of participants in all the SummerQuest programs was 441. Last year's was 323. The entire report will be stored in Dropbox.

**TREASURER'S REPORT:** Debbie Jo's report was accepted as submitted.

#### **COMMITTEE REPORTS:**

**Fundraising:** As of this date, the Brewfest has \$700 in sponsor money. See the Directors' Report for more information.

**Community Development:** David received a call from Senator Mensch's office and was told that nothing was found that could aid the library.

**Programming:** No discussion.

**Property:** No discussion.

**Historic:** No Discussion.

**OLD BUSINESS:** David contacted JoAnne Allen at Penn Community about liability for board members and bonding for those several members who might require it. David mentioned that some homeowner's insurance includes coverage for non-profits. The Library is a 501c3 and therefore, is a non-profit.

## **NEW BUSINESS:**

Chris Snyder, District Consultant for the Bucks County Library System gave us a presentation about the Pennsylvania State Library System and what it entails to be a Board Member. Chris gave us a manual entitled Getting On Board: Tools for Board Development and Assessment. Sections in the Manual include: Governance/Administration; Advocacy; Fund Development; Policy Making; Board as Employer; and Public Relations.

Dani McClanahan, who was present as a guest, had expressed interest in becoming a Board Member and assuming the position of Treasurer. Dani asked what we need from a treasurer and Ken answered someone who would coordinate with the bookkeeper and report back to us. Ken also told Dani we would like to convert to QuickBooks. Dani was asked if she would like to be on the Board and she said yes. David moved to appoint her; Beth seconded and all present approved.

Terry and Ken had a meeting with Debbie Jo. They discussed transitioning to QuickBooks. Terry contacted Alyssa Benetz at the accounting firm David Kunsman Corp that does our audits. Alyssa suggested that the firm provide us with 1) Procedures that can be used to improve the Library's internal controls; 2) A sample Bank Statement Monthly Reconciliation Form; and 3) A sample Cash Receipts Log. The estimated cost is \$270 to \$350. The Board voted approval via email.

**CALENDAR REVIEW:** Sept 28, 2019 5<sup>th</sup> Annual Brewfest

**GOOD & WELFARE:** No discussion.

**Riegelsville Community Affairs Meeting:** Beth will attend on Aug 18 2019 at 7:00pm.

**Durham Board of Supervisors Meeting:** David will attend on Aug 10 2019 at 7:30pm.

**Next meeting:** Oct 14, 2019 at 7:00pm.

The general meeting was adjourned at 8:46pm.

Respectfully submitted,

Estelle Bloom, Secretary