I. Welcome:
   A. In attendance: Brian Gaerity, Judy Porta, Eric Crist, Sue Geiger, Mark Ungemach, Pat McKeon, Wanda Prosser, Kim Fields

II. Adoption of Agenda: motion to adopt made by Sue with the addition of office furniture, seconded by Brian, motion carried

III. Guests: Walter Borys

IV. Approval of December Minutes: motion to approve made by Judy, seconded by Brian, motion carried

V. Director’s Report: Presented by Sue
   A. Sue recommends looking at the statistics and deciding what information is really needed
      1. Brian suggested that the statistics could be reported quarterly
      2. Mark suggested that we need to look at longer trends
      3. Sue reports that attendance, total circulation are easy to determine and that the program information is very important
      4. Mark suggested that more details about the programming may be helpful
      5. Many statistics are only important from a budgetary point of view
      6. Wondering about the reference question statistic - what is the purpose of this?
      7. The strategic plan may drive what is included in the director’s report
      8. Kim wondered if some of the statistics are tied to the grants that the library receives
      9. We agreed that we need to discuss these issues with the new director to facilitate a director’s report that is meaningful to us, as well as to our strategic plan
      10. Sue offered to lead an adhoc committee to work with the new director. Eric offered to assist.
          Kim will go through the strategic plan to determine what needs to be included
      11. Mark requested that the board members let him know what we believe should be included in the directors report
B. Many statistics are going down here and across the county
C. March meeting reminder - from Peggy Wadsworth:
   1. “Who We Are, What We Do, Why It Matters: Why Chester County Needs Libraries More Than Ever” **Date and Time:** Monday, March 30, 2015 @5:00 PM-8:30 PM (a light supper will be served from 5-5:30 PM) **OR** (repeat session) Tuesday, March 31, 2015 @ 9:00 AM – 12:30 PM (a Continental breakfast will be served from 9-9:30 AM)
D. Invitations to the Once Upon a Time fundraiser were handed out
E. Motion to accept the Director’s report made by Eric, seconded by Kim, motion carried

VI. Treasurer’s Report
A. Judy presented both November and December statistics
B. $26,000 money left in the budget at the end of the year
C. Judy will amortize the property and equipment this month
D. Haverford Fund increased in value and the sub account also increased
E. Verizon account - 751.33 available for training
F. Judy will begin to prepare the 990 now
G. Patrick is now a cosigner - form for this is in the safety deposit box
H. Motion to accept the Treasurer’s report made by Sue, seconded by Wanda, motion carried

VII. Old Business
A. Election of 2015 - 2016 Executive Board
   1. Slate of officers: Mark Ungemach, President; Sue Geiger, Vice President; Judy Porta, Treasurer; Pat McKeon; Secretary
   2. The secretary cast a unanimous ballot
   3. All members voted in favor of accepting the ballot of officers
B. Director’s Search
   1. Mark reported about the process that the committee has followed in the search for the new director
   2. We have 7 candidates and are holding interviews on Thursday, Friday and Monday of this week
   3. Sue explained the steps that we will follow once we narrow the field
   4. Mark will send the questions the committee asked the candidates to the members of the board so they may make suggests for the second round of interviews
C. Annual Fund
   1. No appeal sent in the fall
   2. Mark suggested we develop a spring fundraiser.
   3. Need to know how much we made in last year’s fund drive - most likely $11,000.
4. Concerns were express about how funds raised through donations and events are coded in the budget by the county.
5. Sue suggested that Judy discuss this with Rebecca to find out how the fund drive is coded

D. February Friend’s fundraising event - Once Upon a Time
   1. February 21 from 7 - 10
   2. The board is encouraged to volunteer and attend
   3. Kim R will get an invitation
   4. Donations of auction items is encouraged. Eric described several that he is organizing
   5. “Finance the Program” sheets will be a new feature
   6. Sign-up Genius will be used for volunteers

E. Strategic Plan
   1. Mark made a motion to accept the revised version of the Strategic Plan, Kim seconded
   2. Discussion - can we vote on it as is or should we wait until we’ve made the few tweaks we’ve done. We agreed that we could accept it since we all understand what those changes are
   3. Motion to accept the new Strategic Plan carried

F. Board Vacancies
   1. West Grove - working to get the borough to accept Walter Borys as a candidate even though he resides in London Grove.
   2. Mark will present the needed information to the borough
   3. Question about whether we are adequately represented in the other townships/boroughs

G. Pay Scale Update
   1. Sue and Judy are working on this
   2. Employees get an increase with the current budget

H. Policy review committee is definitely needed and should be organized when the new director is hired (see the new business item A)

VIII. New Business
A. Sun East Credit Union donation/request - it seems like the donation is conditional. We are concerned about the precedent that may be set. It was proposed that we offer recognition in the program as a counter offer.
B. Office Furniture
   1. Mark described the furniture in the Director’s office and shared the costs that he has investigated. Found ranges from $1200 - $1700.
   2. Judy suggested he check Berger Brothers in Delaware
3. Eric clarified that we are discussing this because there is no director to do the research. Sue and Mark stated that we would like to have the room ready for the new director.
4. Mark stated that he is sharing this just to set expectations as to the possible costs and will continue investigate this.
5. Mark also discussed the needs for the processing room. Sue suggested that the new director should look at this and make recommendations to the board

IX. Committee Reports
   A. Finance Committee - no report
   B. Executive Committee - no report
   C. Board Development Committee - no report - see item VII F

X. Open Discussion
   A. Sue shared a spreadsheet for members to clarify their contact information for the county

XI. Adjournment Sue, Pat 8:23

Action Items:

• Ad Hoc committee to structure a useful director’s report with the new director. Sue and Eric will participate, Kim offered to review the strategic plan to make suggestions. Board Members should let Mark know what they believe should be included in the report.
• Ad Hoc committee to review the policies with the new director, presenting at least one each month for discussion at the Trustee meetings. Board member(s) to do this ??
• Judy is going to find out more detail about how fundraising moneys are coded by the county in our budget
• Mark will contact West Grove Borough about the board candidate situation