



The Board of Trustees of the Bridgeville Public Library held their monthly meeting on Tuesday, April 16, 2013 at 7:30pm in the Library Community Room, 505 McMillen St., Bridgeville, Pennsylvania.

Members In Attendance: Rebecca Wisbon, William O'Connor, Cindy Ghelarducci, Michael Aquilina, John Oyler, Patte Kelley, Pauline Bognartz

Others in Attendance: Donna Taylor, Lorraine Ruday, Joyce Heinrich, Jane Irwin, Jessica Wolf, Deb Colosimo, Joe Colosimo, Nino Petrocelli

Call to Order

The meeting was called to order by Rebecca Wisbon at 7:31pm Eastern Standard Time, with Michael Aquilina recording the minutes. A quorum was present.

Approval of Minutes

John Oyler made a motion to approve the minutes of the Tuesday, March 19, 2013 board meeting as written, with a correction to a typo. The motion was seconded by Cindy Ghelarducci and carried.

Director's Report

The Director's Report was reviewed as circulated.

Donna Taylor reported that patrons have been very pleased with the new Monday hours, and extended availability of Children's Librarian Karen Verduci. 10% of patron attendance in March was in Monday, and Ms. Taylor noted that the Mondays in March were not particularly busy.

Patte Kelley made a motion to accept the Director's Report as circulated. The motion was seconded by Cindy Ghelarducci and carried.

Treasurer's Report

The financial reports were reviewed as circulated.

William O'Connor: the library's investments are currently entirely placed in cash and cash equivalent investments, and suggested that the Finance Committee investigate the possibility of investing in higher-risk instruments while maintaining fiduciary responsibility.

Michael Aquilina moved that the board continue circulating the standard Profit & Loss and Balance Sheet reports as generated by QuickBooks. The motion was seconded by Cindy Ghelarducci and carried.

Lorraine Ruday noted that Dennis Hutchison has offered to visit a board meeting and share his expertise. She will contact him to schedule his presence at a future board meeting.

Michael Aquilina made a motion to approve the Treasurer's Report as circulated. The motion was seconded by Bill O'Connor and carried.

President's Report

The President's report was reviewed as circulated.

Cindy Ghelarducci moved that the President's Report be accepted as written. The motion was seconded by John Oyler and carried.

Governance (Bylaws, Board Development)

Rebecca Wisbon indicated that there was no governance report this month, and noted that review of the bylaws will be occurring in the near future.

Development (Fundraising)

The Development/Fundraising report was reviewed as circulated.

The Taste of the Town event resulted in a net profit of approximately \$10,000 (\$8,700 from tickets, \$1,800 from Chinese Auction, \$200 from bar tips, \$250 from 50/50, \$63 from quilt tickets.)

John Oyler suggested that the board take a more active approach in selling Chinese Auction tickets at future events.

SAIC (a third-party contractor for West Penn Power) has completed a retroactive rebate on the library building.

Joe Sites has provided his initial drawing for the brick garden.

Memorial donations for Betty Sutton have totaled over \$6,000. Ms. Sutton's children requested that donations in her name be dedicated to automation of the front doors. In the process of investigating procurement of an automated door opener, it was discovered that the exit sign at the front door is not wired. Joyce Heinrich is seeking quotes to wire the exit sign, and is investigating why it was not wired initially.

A Mother's Day Tea Party has been planned for the Sunday before Mother's Day.

Ms. Heinrich has continued working on grant applications. She noted that the advice of the grant writer we had worked with in the past was that we would not be able to obtain any grants until a sustainability plan was completed. As predicted, all grant applications thus far have been rejected.

William O'Connor suggested that Ms. Heinrich provide framed pictures of the food vendors at Taste of the Town along with a handwritten thank-you note from the library.

Cindy Ghelarducci made a motion to accept the Development report. The motion was seconded by Patte Kelley and carried.

William O'Connor made a motion to express gratitude to everyone who assisted with the Taste of the Town event. The motion was seconded by Michael Aquilina and carried.

Cindy Ghelarducci suggested that a date be scheduled for a followup debriefing on the Taste of the Town event. Joyce Heinrich reported that she will schedule this meeting at a later date.

Building and Grounds

Rebecca Wisbon indicated that there was no Building and Grounds report this month.

Donna Taylor reported that a volunteer will be mowing the library's lawn on a regular basis.

Joyce Heinrich is in the process of obtaining quotes for lighting the rear of library.

Ms. Wisbon is looking for members for the Building and Grounds committee.

Friends of the Library

The Friends of the Library Fashion Show fundraiser will be held next Wednesday.

Bridgeville Days will be held in June, the Friends will have a booth there.

Rebecca Wisbon requested that the Friends submit their report in print to Michael Aquilina before the next board meeting, so it can be distributed to board members via email.

Michael Aquilina made a motion to approve the Friends of the Library report. The motion was seconded by Cindy Ghelarducci and carried.

Bridgeville Borough Council

The Bridgeville Borough Council report was reviewed as circulated.

William O'Connor made a motion to accept the Borough Council report. The motion was seconded by Patte Kelley and carried.

Communications

The Communications Committee will be holding its first meeting on Tuesday, April 23, 6:30pm, at the BPL.

An opportunity for the library to run a short weekly article in the Bridgeville News is being discussed.

Michael Aquilina collaborated with Donna and Joyce on the first BPL email newsletter. Advertised Taste of the Town, upcoming concerts, National Library week, and more. Sent to registered patrons who provided their email address when signing up for a library card. 3,140 copies sent.

John Oyler made a motion to approve the Communications Committee report as circulated. The motion was seconded by Cindy Ghelarducci and carried.

Old Business

Rebecca Wisbon reported that the Executive Committee will continue work on the personnel manual, which was reviewed by John Joyce.

Michael Aquilina made a motion to fix misspellings of Patte Kelley's name in the minutes of prior 2013 minutes. The motion was seconded by William O'Connor and carried.

New Business

Rebecca Wisbon reported that a homeless patron was living on the library property. This was brought to the attention of Police Chief Chad King, who spoke to the individual and told him that he was not permitted to live on library property.

An email received from a patron stating that he does not think the library is fulfilling its mission in that it is not conducive to study due to loud patrons and children playing. Rebecca Wisbon has invited him to a future board meeting to share his concerns.

Donna Taylor reported that a group of regular patrons wrote her a letter concerning other patrons' behavior in the library. As a result, a patron was requested to stop bringing food into the library.

An unknown incident occurred Saturday night with the security system. A staff member noted on Monday morning that it was "squawking". Guardian Security put out calls to the Police

Department, calls to Donna Taylor and Cheryl Conroy were apparently not received. Donna will continue to investigate.

William O'Connor made a motion that the board make every effort to send out the entirety of reports, including draft minutes, one week before the board meeting, to both voting members of the board and the advisory board. The motion was seconded by Rebecca Wisbon and carried.

Adjournment

William O'Connor moved to adjourn the meeting. The motion was seconded by Cindy Ghelarducci and carried. The meeting was adjourned at 9:06 pm.