

Hellertown Area Library  
Board of Trustees Meeting  
May 27, 2014

**Present:** Daisy Handwerk, Janie Hecker, Julie Mackey, Tom Maxfield, Stephanie Mindler, Jeanne Reilly, Robin Rotherham, Robert Sterling & Hannah Tatu

President Reilly opened the May 2014 meeting with the Pledge of Allegiance to the Flag.

Minutes of April 2014 meeting: Approved as amended by Stephanie Mindler and 2<sup>nd</sup> by Tom Maxfield.

***Library Reports:***

**Borough Liaison** – no report

**Development** – Annual used book sale will be the same day as Community Day in the library, 8/16. There will be a tent at community day simultaneously with signs pointing back to the library. We need volunteers to man the library 8/14 & 8/15. Still looking into Murder Mystery dinner.

**Treasurer's Report** – Attached

Balance Sheet – Attached

Profit & Loss, April - Attached

Motion to accept reports by Robert Sterling and 2<sup>nd</sup> by Julie Mackey. Unanimously approved.

Opened a Money Market Account at National Penn

**Library Director** – see attached report.

We need a policy written on what to do if someone is injured on the library's grounds. We should be able to find a template to work off of.

**Technology** – The new HP server has been ordered now waiting for install.

**Community Outreach Coordinator** - report attached. Also please remember to report anyone that you may know at each institution, it helps increase our chances of winning grants

Summer Reading Program attached

**Teen Trustee** – no report

**Building & Grounds** – Stair treads are needed to be ordered. Also there is water coming in the basement windows. Perhaps there is something simple we can do to stop the small trickle because it will be a big problem if it happens on the weekend.

**Operations & Procedures** – Case of injury procedure to be written.

**Personnel** – Erin’s review was May 7<sup>th</sup>. Recommending a \$.50/hour raise. Will only add \$1040 to the payroll budget. YTD \$49,323 spent. Stephanie made a motion to approve Erin’s pay raise to \$10/hr. Unanimously approved.

**Grant Writing** – Robin needs to get together with Julie and Janie to review the current grants, there are questions accumulating and it can be a short meeting.

**Old Business** – no report

**New Business – Dimmick Park Day** we will need to serve food from 5:30-7:30. The Lunch Box in Hellertown has a lunch truck and Erin is going to try to see if the truck can come out and donate part of their sales to the library. Board suggested Erin try to contact the icecream man as well. Tom will look into the possibility of needing a permit for the trucks to serve.

Robin’s presentation was great at the Lower Saucon Township Mtg. It was brief and covered all the details. Thank you Robin for the presentation.

Timothy Keck will serve 8-10 months for the Hellertown Library theft.

The meeting was adjourned at 7:12. Motioned accepted by Daisy Handwerk and 2<sup>nd</sup> by Robert Sterling