

Hellertown Area Library  
409 Constitution Ave.  
Hellertown, PA 18055

Minutes of the Board of Directors  
January 26, 2016

In Attendance: Jeanne Reilly, Stephanie Mindler, Janie Hecker, Robert Sterling, Teresa Stauffer, Robin Rotherham, Herb Payung, Ron Horiszny, Beck Dolphin.

President Reilly called the meeting to order at 6:30 p.m. with the Pledge of Allegiance to the U.S. flag.

President Reilly installed Ron Horiszny as the liaison from Lower Saucon Township to the Hellertown Area Library Board

Stephanie Mindler moved the approval of the minutes from September 22, 2015.

Seconded by Herb Payung.

Approved

Teresa Stauffer moved the approval of the minutes from November 24, 2015.

Seconded by Robert Sterling

Approved

### **Library Reports**

**President's Report-** In the absence of a representative of the Friends group, it was reported that the Friends group is planning an adult fundraiser at the Grist Mill from 6 to 9 p.m. on April 16<sup>th</sup>.

**Treasurer's Report-** President Reilly presented the treasurer's report including the balance sheets and profit & loss from November 30<sup>th</sup> and December 31st. Also presented a Budget vs. Actual Expenditure record for January through December 2015.

**Library Director's Report-** Robin Rotherham – We received our money from the Priscilla Payne Heed Foundation Grant. We also received our share of state funding (designated for Lower Saucon Township) that had been going to the Bethlehem Public Library. It was reported that the new basement windows are not in yet because incorrect windows arrived. We anticipate having Keystone funding remaining. The library is in need of Saturday volunteers. A personnel review needs to be completed on Allison. The Board needs to approve the cost for conducting the audit. We have employed DCS located on Main Street, Hellertown in the past.

Janie Hecker moved that HAL employ DCS to conduct a financial review and prepare our tax forms.

Seconded by Teresa Stauffer

Approved

The Director asked if the Board would like to change the budget in light of the increase in state funding. The Board agreed that this was not necessary because a budget is only a projection of income and expenditure.

Upcoming programs include a Social Security Seminar on February 29<sup>th</sup> and coloring class. Tax Preparation Assistance will be offered. The Saucon Valley Woman's Club now meets at the library of the third Tuesday of the month at 6:30. The library's calendar was shared. Update on the new Library Services Agreement –Hellertown Borough, Lower Saucon Township and the Hellertown Area Library- there have been several additions. There is now a 90 day window for filling Board seats and a residency requirement.

### **Standing Committee Reports**

**Building and Grounds**- Robert Sterling – The shop vacuum is in need of replacement parts. Snow removal issue- the Finkbeiners had cleared the walks but can no longer do it. We became aware that our snow removal contractor, H & D Mow and Snow charges \$75 an inch up to 7 inches when he clears sidewalks. We need volunteers for removal of smaller snow totals. At this point, there are two volunteers plus Bob.

Robert Sterling moved that we accept the Outdoor Lighting proposal and also replace the indoor emergency lights for \$ 756.40.

Seconded by Herb Payung

Approved

**Operations and Procedures** – Janie Hecker – No report.

**Personnel** – No report

**Development**- There are currently two fundraisers –Wine Basket raffle and Yankee Candle Sale.

**Old Business**- None

**New Business** – Election of Officers.

Ron Horiszny moved that we delay the reorganization of the Board until February when we have a full Board which would include the appointment of the new Lower Saucon Township representative.

Seconded by Herb Payung

Approved

Stephanie Mindler moved to adjourn the meeting

Seconded by Ron Horiszny.

Approved

The meeting was adjourned at 7:54 p.m.