



**BERKS COUNTY PUBLIC LIBRARIES  
Board of Directors Meeting  
February 16, 2022 7:00PM  
Virtual Meeting  
MINUTES**

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held virtually, using the Microsoft Teams platform, on Wednesday, February 16, 2022.

**Board Members Present:** Ginny Hand - President; Helen Flynn - Vice President; Dr. Debbie Noel - Secretary/Treasurer; Arleny Pimentel, Mary Ellen Wells, Charles Jones, Jason Brudereck

**Board Members Absent:** None

**System staff present:** Amy Resh, Library System Administrator; Stephanie Williams, Deputy Administrator/Outreach Services Coordinator; Jeff Smilko, Technology Coordinator

**District staff present:** Marissa Guidara, District Youth Services Consultant; Becky Wanamaker, District Consultant

**Advisory Committee members present:**

Jason Wenrich, Bernville Area Community Library  
Mindy Cohen, Robesonia Community Library  
Mike Najarian, Bethel-Tulpehocken Public Library  
Erica Burch, Schuylkill Valley Community Library  
Rob Kistler, Boyertown Community Library  
Laurel Quigley, Spring Township Library  
D Michael Bennethum, Exeter Community Library  
Lisa Hoopes, Spring Township Library  
Lois Geist, Fleetwood Area Public Library  
Cindy Line, Village Library  
Robert Angelo, Hamburg Public Library  
Maria Long, Village Library  
Gerry Hynes, Kutztown Community Library  
Kristi Brant, Wernersville Public Library  
Janet Yost, Kutztown Community Library  
Allison Plevrakis, Wernersville Public Library  
Rebecca Wingenroth, Mifflin Community Library  
Sarah Bair, Womelsdorf Community Library  
Melissa Adams, Reading Public Library  
Sarah Sechrist, Womelsdorf Community Library  
Sherry Cameron, Reading Public Library  
Laura Yazemboski, Robesonia Community Library

**Call to Order:** Ginny Hand called the meeting to order at 7:00 PM.

**Pledge of Allegiance:** Ginny Hand led the Pledge of Allegiance.

**2022 BCPL Officers:** Ginny Hand moved to accept the following officers for 2022: Ginny Hand - President; Helen Flynn - Vice President; Dr. Debbie Noel - Secretary/Treasurer. Charlie Jones seconded this motion. It was unanimously accepted.

**Public Comment:** No public comment.

**Approval of Minutes:** Debbie Noel made a motion to accept the minutes, of November 17, 2021. Charlie Jones seconded. Minutes were unanimously approved.

**Treasurer's Report:** Debbie Noel reported that the detailed finance report is not available at this time due to the State's aid and county coordination aid payments being delayed until just last week. We will be back on track with the finance packet at the meeting in May.

**Correspondence:** There was one item of correspondence. We received a message from the Office of Commonwealth Libraries that our County Coordination Aid plan for Berks County was approved for 2022.

**Administrator's Report:** Amy Resh shared her report with the Board and Advisory Committee members (The full report is attached)

*A few items were highlighted:*

Amy Resh has completed the review of the 2021 Uniform Requirements and Responsibilities; libraries will receive letters in February outlining the results.

Closing out the 2021 library aid budget for cooperative purchasing proved more difficult than previous years due to increased item shipping delays and publication changes, which in turn, caused a couple of libraries to overspend their budgets in the fourth quarter. Staff will work to finalize a strategy to better handle fourth quarter library orders and end of year reconciling going forward.

Stephanie Williams continues her six-week participation in the County of Berks' virtual Supervisor Training series.

Regarding community relations: Emily Orischak continued work on updating the System's content to make it more accessible; she began creating and compiling information to include in the 2021 Annual Report booklet; and, she worked with Amy Resh and the Advisory Board to prepare for the System awards ceremony which occurred on February 1, 2022.

*Amy also provided the Year in Review (document attached). Highlights included:*

2021 proved to be a stellar year for the Friends of Berks County Libraries Book Bonanza sale. They received \$44,948 in proceeds and will vote in 2022 on how the funds will be distributed to libraries.

2021 marked the 35th anniversary of the Berks County Public Library System. To acknowledge and promote the evolution of library services from 1986 to present, the System embarked on a 12-month celebration to increase awareness of library resources. Projects included the inclusion of EnChroma color blind glasses into the countywide collection and a marketing campaign aimed at increasing participation in National Library Card Sign-up Month in September.

Total holdings in the Overdrive digital collection exceeded 21,000 items by year's end. Patrons borrowed 181,604 digital items in 2021, including e-books, e-audiobooks, and streaming videos in Overdrive.

Emily Orischak, Community Relations Coordinator, created a custom Return on Investment (ROI) calculator. The purpose of the calculator is twofold: to show the library's ROI value based on current, comparable values for materials and service; to demonstrate the

impact of current and potential funding levels from local municipalities. Additionally, Emily spearheaded a project with the System's website development team to create and install a new website events module that would drastically improve the library staff user experience.

Our partnership with Longwood Gardens entered its second year of the Community Read initiative.

We unveiled the StoryWalk at Reading Public Museum in September.

The Technology staff deployed Windows 10 at almost half of the libraries. They also upgraded PCs with newer SSD drives and more RAM memory in order to help make the PCs more responsive under Windows 10.

And, member libraries were frequently in the news: Brandywine Community Library provided the Berks County Prison with paperbacks for prisoners; Fleetwood Library entered into a new partnership with the Borough of Fleetwood to combine the library's annual Summer Learning Program with the Borough of Fleetwood's annual Summer Playground Camp; Kutztown Community Library provided virtual activities partnering with others around the globe; Reading Public Library held a ribbon-cutting ceremony to open the Dr. Jerome I. Marcus Learning & Meeting Commons; the Village Library celebrated the opening of a newly renovated children's play area which contains mounted sensory toys; and Boone Area Library, Reading Public Library, Sinking Spring Public Library, and Womelsdorf Community Library welcomed new library directors in 2021.

2021 was a busy and successful year!

### **Committee Reports:**

*Finance Committee:* No report this meeting

*Advocacy Committee:* No report this meeting

*Nominating Committee:* Ginny Hand reported that a new Board member has been appointed to serve on the Board. Welcome Jason Brudereck to the team.

**Old Business:** Ginny congratulated all the award winners from earlier this month and commended Amy Resh and her team for their hard work on the event.

### **New Business:**

*Floating Collections Policy:* Amy Resh shared the updated Floating Collections Policy with the Board. This policy only guides the work of the system's office relative to how they manage the floating collection, therefore there is no need for a second reading. Arleny Pimentel moved to accept the policy. Helen Flynn seconded. The policy was unanimously accepted.

*Cataloging Policy:* This plan was also updated and edited. One minor edit was made to the previous policy document. The previous policy listed a part time cataloging assistant. The update includes 2 FT Assistant Cataloging Librarians. Charlie Jones moved that the Cataloging Policy be accepted. Helen Flynn seconded the motion. The policy was unanimously accepted.

*Inclement Weather Delivery Policy:* This is a policy that will guide system staff, not requiring a second comment period before a board meeting. The purpose is to create a more consistent decision making process for determining delivery schedules in inclement weather situations. Debbie Noel moved to accept the policy. Arleny Pimentel seconded. The policy was unanimously accepted.

### **District Consultant Report:**

Submitted by Becky Wanamaker, District Consultant:

- I am honored to be here as the new District Consultant for the Reading Library District. I come with a background of library leadership and experience in the Lehigh Valley and northeastern PA, but am very grateful and excited to now be a part of this county and to work closely with the BCPL system. I appreciate the warm welcome I've been receiving across the district, and am excited to work with all of you.

- My first and most vital focus is facilitating the completion of the annual state report for all of the district libraries. That process is underway, some trainings are happening this week, and I'll be the point person for any questions and needs as the library directors take on the significant task of completing the report which is due March 18.

Communication to Becky can be made via email at [becky.wanamaker@reading.lib.pa.us](mailto:becky.wanamaker@reading.lib.pa.us)

Submitted by Marissa Guidara, Youth Services District Consultant:

Each library will be receiving a collection of sensory tools that young patrons can use while at the library and that librarians can incorporate into their storytimes to help create a more welcoming, inclusive space for children with autism, sensory processing disorders, or other disabilities.

All youth services staff in the district were trained on these tools and will receive a related continuing education opportunity in April.

Marissa will be representing the district at a zoom webinar for the National Summer Learning Association as part of her role in the Summer Learning and Out of School Time Task force for the Association of Library Services to Children. She'll be walking through the task force's new tool kit, "Learning Beyond: 21st Century Summer and Out of School Time Programs for Youth."

The district's Equity, Diversity, and Inclusion Committee was pleased to welcome trustee Kathy Kolb of the Boyertown Community Library. Kathy will act as a liaison between the trustees and the committee and will help keep everyone updated on the committee's projects.

Communication to Marissa can be made via email at [marissa.guidara@reading.lib.pa.us](mailto:marissa.guidara@reading.lib.pa.us)

### **Presentation:**

Amy provided a very thorough review of the instructions for the 2022 Funding Formula. She also shared and provided step by step overview of the layout of the related Excel document so that member library directors and trustees understand how the data is reported and is used for calculating funding. Stephanie Williams reminded member libraries of the importance of receiving

municipal funding on time with appropriately dated checks. Misdated checks could impact funding.

**Announcements:**

Ginny Hand mentioned that we will be reorganizing Board committees for the new year.

**Adjournment:** Charlie Jones moved for adjournment. Helen Flynn seconded. The meeting was adjourned at 7:49 PM.

Respectfully submitted,

Debbie Noel  
Secretary, BCPL Board

***Next Meeting: May 18, 2022 7:00PM  
System Headquarters: 1040 Berks Road, Leesport PA 19533***