



**BERKS COUNTY PUBLIC LIBRARIES
Board of Directors Meeting
February 24, 2021 7:00PM
Virtual Meeting
MINUTES**

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held virtually on Wednesday, February 24, 2021 using the Microsoft Teams platform.

Board Members Present: Dr. Eve Kimball - President, Ginny Hand - Vice President, Debbie Noel - Secretary/Treasurer, Helen Flynn, Arleny Pimentel, Mary Ellen Wells

Board Members Absent: Charles Jones

System staff present: Amy Resh, Library System Administrator; Alison Trautmann, Outreach Coordinator; Jeff Smilko, Technology Coordinator

District staff present: Stephanie Williams, District Consultant; Marissa Guidara, District Youth Services Consultant

Advisory Committee members present:

Alicea Rodig, Bernville Area Library
Bob Stoltzfus, Bernville Area Library
Mike Najarian, Bethel-Tulpehocken Library
Crescenda Long, Boone Library
Christine Mittura, Boone Library
Mary Picariello, Boone Area Library
Rob Kistler, Boyertown Library
Karen Winegardner, Brandywine Library
D Michael Bennethum, Exeter Library
Cortney Bowman, Exeter Library
Marsha Anderson, Fleetwood Library
Lois Geist, Fleetwood Library
Robert Angelo, Hamburg Public Library
Joshua Sprinkle, Kutztown Library
Mindy Wagaman, Kutztown Library
Janet Yost, Kutztown Library

Karen Cook, Mifflin Community Library
Dr. Joseph Yarworth, Muhlenberg Library
Melissa Adams, Muhlenberg Library
Mindy Cohen, Robesonia Library
Susan Eshleman, Robesonia Library
Erica Burch, Schuylkill Valley Library
Christie Brown, Schuylkill Valley Library
Ben Robitzer, Sinking Spring Library
Donna Bird, Spring Twp.; West Lawn/Wyomissing Hills Library
Laurel Quigley, Spring Twp.; West Lawn/Wyomissing Hills Library
Anna Carter, Village Library
Kristi Brant, Wernersville Public Library
Trista Oxenreider, Womelsdorf Library

Call to Order: Dr. Eve Kimball called the meeting to order at 7:00 p.m.

Pledge of Allegiance: Dr. Eve Kimball led the Pledge of Allegiance

New members, Arleny Pimentel and Mary Ellen Wells, were welcomed and all members gave brief introductions. Ginny Hand, Nominating Committee Chair moved that the 2020 BCPL Board Officers be accepted; Helen Flynn seconded. The officers were unanimously approved:

President: Dr. Eve Kimball

Vice president: Ginny Hand

Secretary/Treasurer: Deborah Noel, Ed. D.

Public Comment: Alison Trautmann read, in the order in which they were received, public comments that were submitted in advance of tonight's meeting. One comment was from Karen Winegardner who had been omitted from the last meeting minutes. The other comment came from Janet Yost and was a question regarding the ListServ guidelines. This question will be addressed in New Business.

Approval of Minutes: Minor addition to the minutes of November 18, 2020; Karen Winegardner, from Brandywine Community Library, was in attendance and not noted in the minutes. Helen Flynn made a motion to accept the minutes, of November 18, 2020 with the correction. Ginny Hand seconded. Minutes were unanimously approved.

Treasurer's Report: Debbie Noel reported that the County budget for 2021, included with the agenda, was approved by the County Budget Office and the Commissioners. Debbie also noted that the state aid has remained constant since 2020 - a very positive development. It was suggested that members may want to reach out to state representatives with a 'thank you' for their support. Very little activity has occurred with the 2021 finances as the year is young. Debbie Noel moved that the Treasurer's Report be accepted. Ginny Hand seconded the motion. The report was unanimously accepted.

Correspondence: The Board received a certificate from the US Census Bureau for the work of the Library System in making the Census 2020 Partnership Program a success.

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 gave compliments to all our member libraries for the dynamic and wonderful things libraries have been doing to support their communities. This was especially appreciated over the 2020 calendar year as the country faced the pandemic.
- 2021 funding formula overview was provided in a live event and another presentation on this topic was also recorded for later viewing.
- A trustee seminar has been scheduled for March 17 and will be held on a virtual platform.
- A CARES act grant was received, \$100,000 for material purchases
- Overdrive checkouts have seen an 81% increase The digital branch of the libraries has been extremely valuable to our visitors over the last year, and data shows they continue to be
- Amy detailed a review of the year 2020 (see attached detailed report).

- Commissioners approved Amy's request for additional fund - as a result \$170,000 was added to our budget
- Amy also addresses the system data from 2020, much of which was very impressive with growth in a variety of areas, especially areas

During this report, Dr. Kimball drew special attention to the outstanding circulation and usage numbers related to eBooks and youth. The data is very strong in these areas.

Committee Reports: Finance Committee: Debbie Noel reminded members that the Finance Committee had adjusted the 2022 funding formula to use the 2019 circulation and computer use data due to disruption caused by adjusting to pandemic safety requirements/disruption caused by developing safety procedures during the pandemic. As of now, the committee has not determined if the 2021 circulation and computer use data will be used for the 2023 funding formula. However, the data looks very strong and will likely be used. The Finance Committee reconvenes in April and will discuss further.

Old Business: None

New Business: Guidelines for appropriate Listserv use and behavior was introduced and a draft was provided to all members. At this point Amy Resh addressed and clarified the public comment that had been received. The question posed, "Please clarify the difference between the Director's Listserv and the Director's Forum Listserv. The Forum also includes administrators in the first sentence but not in the second. Are administrator's email addresses included in the Director's Forum?" Amy clarified the administrator emails are not included in the Directors Forum of the Listserv. This will be corrected in the draft. Any additional comments related to this document can be forwarded to comments@berks.lib.pa.us . The final draft of the guidelines will be voted on in May.

District Consultant Report: Amy presented Stephanie Williams's report and highlighted the following information: all libraries' 2020 annual reports must be completed in LibPAS and have all documentation submitted to District Consultants by Friday, March 12, 2021. This deadline is not flexible and libraries who do not submit on time may jeopardize their state aid. (Stephanie's full report is attached)

Announcements: None

Adjournment: Ginny Hand moved for adjournment. Mary Ellen Wells seconded. The meeting was adjourned at 7:32 PM.

Respectfully submitted,
Debbie Noel
Secretary, BCPL Board

***Next Meeting: May 19, 2021 7:00PM
System Headquarters: 1040 Berks Road, Leesport PA 19533***