



**BERKS COUNTY PUBLIC LIBRARIES
Board of Directors Meeting
November 17, 2021 7:00PM
Hybrid Meeting
MINUTES**

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held using a hybrid format in-person and virtually, using the Microsoft Teams platform, on Wednesday, November 17, 2021.

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

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

Advisory Committee members present:

Alicea Rodig, Bernville Area Community Library	Melissa Adams, Muhlenberg Community Li-
Mike Najarian, Bethel-Tulpehocken Public Library	brary
Chrissy Mittura, Boone Area Library	Linda Roebuck, Muhlenberg Community Library
Mary Picariello, Boone Area Library	Dennis Skayhan, Reading Public Library
Carles Wohl, Boyertown Community Library	Mindy Cohen, Robesonia Community Library
Rob Kistler, Boyertown Community Library	Laura Yazemboski, Robesonia Community Li-
Karen Winegardner, Brandywine Community Li-	brary
brary	Ben Robitzer, Sinking Spring Library
D Michael Bennethum, Exeter Community Library	Laurel Quigley, Spring Twp; West Lawn/
Lois Geist, Fleetwood Area Public Library	Wyomissing Hills Library
Chelsea Williams, Hamburg Public Library	Lisa Betz, Village Library
Robert Angelo, Hamburg Public Library	Allison Plevrakis, Wernersville Public Library
Mindy Wagaman, Kutztown Community Library	Sarah Bair, Womelsdorf Community Library
Karen Cook, Mifflin Community Library	Trista Oxenreider, Womelsdorf Community Li-
Joshua Caltigirone, Mifflin Community Library	brary

Call to Order: Dr. Eve Kimball called the meeting to order at 7:01 PM.

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

Public Comment: No public comment.

Approval of Minutes: Ginny Hand made a motion to accept the minutes, of August 18, 2021. Arleny Pimentel seconded. Minutes were unanimously approved.

Treasurer's Report: Debbie Noel reported no items in the budget have been out of the ordinary. Eighty-five percent of the budget has been spent to date with a large unrealized expenditure in wages/benefits due to unfilled positions. Dr. Noel moved that the Treasurer's Report be accepted. Ginny Hand seconded the motion. The report was unanimously accepted.

Correspondence: There was one item of correspondence, a letter from Susan Banks, Acting Deputy Secretary, State Librarian and Commissioner for Libraries about 2021-2022 state aid and waivers. In the correspondence, it was indicated the public library subsidy was level funded by the legislature and the plan for state aid was made available on Lib Pas in October. Waiver applications were made available in the plan for state aid.

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:

The Uniform Requirement and Responsibilities checklist libraries need to submit to the System in December is available on the HQ intranet. The State's required Plan for State Aid reports have been completed. 16 of 19 libraries requested one of four potential waivers of standards for the calendar year 2021; waivers were for either hours open, staffing, continuing education credits, or collection development. The StoryWalk at the Reading Public Museum Arboretum opened in September. The first title is *Call Me Tree/Llamame Arbol* by Maya Christina Gonzalez. The next title will also be *Groovy Joe: Ice Cream & Dinosaurs/ Jose el Chevere: Helado Y Dinosaurios* by Eric Litwin.

Committee Reports:

Finance Committee: Debbie Noel drew attention to two explanatory sentences in the 2022 Funding Formula sheet that the Finance Committee edited:

- 1) Under Data, item #3: *Circulation data numbers used in the formula are 50% owning library and 50% checkout library*
- 2) Under Additional Notes: *The 2020 Census data will begin to be used in the 2025 funding formula: the 2025 formula uses municipal support from 2023*

Following clarification, Charles Jones moved that the 2022 Funding Formula be accepted. Ginny Hand seconded the motion. The formula was unanimously accepted.

Advocacy Committee: No report this meeting

Nominating Committee: Ginny Hand reported that the committee met to share candidate suggestions to replace Dr. Eve Kimball; her term ends in December. Proposed names were sent to the County Commissioners. A new Board member will be appointed in January.

Old Business: None.

New Business:

Borrowing Policy: Amy Resh shared the updated Borrowing Policy with the Board. She shared highlights and updates that were made to the policy based on member library discussions. Highlights included increased ease of getting a library and free replacement cards. This updated policy was approved and accepted by the majority of member library staff. Debbie Noel moved that the BCPL Borrowing Policies be accepted. Arleny Pimentel seconded the motion. The policy was unanimously accepted.

Delivery of Library Materials Plan: This plan was also updated and edited. Ginny Hand moved that the Delivery of Library Materials Plan be accepted. Helen Flynn seconded the motion. The plan was unanimously accepted.

Presentation by Mike Najarian, Polaris System Administrator:

Mike provided an overview of how the Polaris system works and how data is collated.

The system records every device that logs on to the WIFI system. It includes dates, times and the IP address of the device that logged on. That data is sent to the central library system where the monthly numbers are collated and recorded.

The same type of data grab takes place with every item that is checked out of all our member libraries. This information is also collated and recorded each month. Polaris records very piece of information related to the media checked out: title, author, publishing date, time of check out, correlated dewey decimal, etc. The system also records both the owner of the material and the lender of the material to calculate information for our funding formula.

District Report:

Marissa Guidara reported that a hiring committee has begun the search for a new District Consultant. They have reviewed applicants and have begun to schedule interviews. The goal is to hire a new consultant by the end of December 2021.

Announcements:

Dates for 2022

February 16, May 18, August 17, and November 16

System awards on February 1, 2022 at the County of Berks Agriculture Center

Adjournment: Ginny Hand moved for adjournment. Charlie Jones seconded. The meeting was adjourned at 8:02 PM.

Respectfully submitted,

Debbie Noel

Secretary, BCPL Board

***Next Meeting: February 16, 2022 7:00PM
System Headquarters: 1040 Berks Road, Leesport PA 19533***