



**BERKS COUNTY PUBLIC LIBRARIES  
Board of Directors Meeting  
May 20, 2020 7:00PM  
Virtual Meeting  
MINUTES**

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held on Wednesday, May 20, 2020 virtually using the Zoom platform.

**Board Members Present:** Mary Edwards - President, Dr. Eve Kimball - Vice President, Debbie Noel - Secretary/Treasurer, Charles Jones, Ginny Hand, Chris Daubert, Peter Schuchman

**Board Members Absent:** none

**System staff present:** Amy Resh, Library System Administrator; Alison Trautmann, Outreach Coordinator; Stephanie Williams, District Consultant; Marissa Guidara, District Library Youth Services Consultant

**Advisory Committee members present:**

Mary Picariello, Steph Woomer; Boone  
Lois DeMatteo; Brandywine  
Denise Darrah; Exeter  
Lois Geist; Fleetwood  
Mindy Wagaman, Janet Yost; Kutztown  
Karen Cook; Mifflin  
Dr. Joseph Yarworth; Muhlenberg  
Mindy Cohen, Laura Yazemboski;  
Robesonia

Paul Hoh, Jess Royer; Reading  
Christie Brown; Schuylkill Valley  
Ben Robitzer; Sinking Spring  
Donna Bird, Jon Duffy, John Emerick,  
Barb Klineand Jennifer Yetter,  
Spring Twp., West Lawn/Wyomissing  
Hills  
Lisa Betz; Village

**Pledge of Allegiance**

**Call to Order:** Mary Edwards called the meeting to order at 7:02 PM

**Public Comment:**

Alison Trautmann read public comments that were submitted in advance of tonight's meeting. The following people, through these submissions, expressed their disagreement with the BCPL Advisory Board's recommendation to change in the funding formula: Emily Rice, Kimberly Rice, Judith Bair, Sharon M Daly, Dr. Andrea Dillaway-Huber, Mary Ann Reardon, Jennifer Yetter, James Huber, Jeanean Vath, Bill Parker, Mary Lou Vorndran, Ann Leithiser, and Jonathan Duffy

**Approval of Minutes:** Charlie Jones made a motion to accept the minutes, of February 19, 2020. Ginny Hand seconded. Minutes were unanimously approved.

**Treasurer's Report:** Debbie Noel reported that there is no April budget report. We are on track in all areas of the budget with the exception of the County Coordinated Aid, which is very slightly over. The Tech Assistant budget has not been spent since the position is still open. We have been spending the budgeted amount on Overdrive/Libby ebooks and audiobooks to supplement the District Library funds allocated to ebook spending. Overdrive usage is up due to COVID-19. Dr. Eve Kimball moved that the Treasurer's Report be accepted. Pete Schuchman seconded the motion. The report was unanimously accepted.

**Correspondence:** The Board received three letters regarding the 2020 funding formula; they were distributed to the Board members.

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

Amy mentioned a number of cancellations due to COVID-19. She also indicated that Overdrive has been booming for the same reason.

Amy reviewed a detailed timeline of the steps she and others have taken following the Governor's directive to close libraries on March 13. Amy was assigned to join the County COVID Leadership Team and has been actively working to prepare for the re-opening of libraries and other county agencies based on the Commonwealth Reopening Guidelines.

Eve Kimball posed the question to Amy, "What should Libraries should be doing at this time?" Ordering supplies, communicating with staff and patrons via newsletters, educating staff, and reaching out to sources, like [berkscms.org](http://berkscms.org), for Personal Protective Equipment (PPE) were some suggestions.

When we move to the 'Yellow Phase,' libraries should try to: stagger staff in to the building, not permit volunteers to work, and stagger due dates for returns (~50,000 items are currently checked out). During this phase libraries will begin serving communities in person in some way such as 'Grab & Go' opportunities. The Library System will recall staff when we reach the 'Yellow Phase.'

Ginny Hand asked if any funds were available to support COVID initiatives. Amy replied that 10 libraries were approved for state PPE loans; one library was denied. Amy also reported that the Friends of the Library would not be accepting grant applications until July 1, 2020.

Eve Kimball asked how the Book Bonanza has been impacted. Amy reported that it is on hold; the Friends will do Grab & Go kits in lieu of the Bonanza.

Ginny asked what the status of the 2020 Census was at this point. Amy reported that the Library System is still requesting that all member libraries continue to remind people about the census. Berks County residents have completed about 54% of their census forms. The Federal Government is extending the time for completion.

**Committee Reports:** No Reports made

**Old Business:**

- The draft of the Uniform Requirements and Responsibilities was provided. Comments on this draft can be forwarded to [comments@berks.lib.pa.us](mailto:comments@berks.lib.pa.us) prior to our next meeting.
- The Social Software Policy was brought forward for approval. Eve Kimball made a motion to accept the policy as written. Ginny Hand seconded the motion. The motion received unanimous approval.

**New Business:** None

**District Consultant Report:** Stephanie Williams provided the following statement as her report: The District Negotiated Agreement meeting will be held virtually on May 26th with all library directors and our Office of Commonwealth Libraries Liaison, Stacey Mulligan. We'll review the proposed budget for fiscal year 2020-2021 in the amount of \$305,070. All directors must return the signed Member Library Endorsement page to Stephanie Williams by Thursday, May 28th at Noon. Once approved by the Office of Commonwealth Libraries, the agreement will take effect on July 1, 2020. Libraries are encouraged to contact Stephanie prior to the May 26th meeting with their questions.

**Announcements:** None

**Adjournment:** Debbie Noel moved for adjournment. Peter Schuchman seconded. The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Debbie Noel  
Secretary, BCPL Board

***Next Meeting: August 19, 2020 7:00PM  
System Headquarters: 1040 Berks Road, Leesport PA 19533***