

Board of Trustees Meeting

Meeting Minutes Tuesday March 26, 2024

In Attendance: Bonnie Paparella (Board Secretary), Debbie Worrell (Trustee), DeAnn Carroll (Trustee), Wendy Marshall (Trustee), Bruce Edwards (President of Womelsdorf Borough Council), Karin Applegate (Library staff), Jess Molinari (Library staff, Children's Coordinator) Julian Marshall (prospective Trustee)

Guests in attendance: Amber Kramer, Brandy Reager (parents of preschoolers)

Meeting called to order at 6:34 pm

Check in and Welcome

Review and Approval of February 2024 Meeting Minutes

Motion by Wendy Marshall, second by Debbie Worrell, motion carried

Good News/Brag Moments

Transition to Sparks catalog system continues

Only Jess and Tabitha have administrative level clearance to do reports

Community member had HS Senior pictures taken at Library; donated \$25. Wendy will check with Diane (Corresponding Secretary) about Thank You.

Bruce Edwards reported that Womelsdorf Borough has voted to provide additional \$6,240 annually to Library in order to allow for Director salary of \$20/hr based on 30 hours per week. Our notice on Social Media needs to be edited to reflect the increase in salary. Bruce also noted that Womelsdorf Borough's contribution to the Library exceeds most other county municipalities, with over 5% per capita. Additional money for Director's salary brings the Borough's contribution to \$22,000 per year, in addition to in-kind donations such as building maintenance and repairs.

Easter Egg Hunts for younger children were well attended; only two registered for age group 11-18, and so that age group was cancelled.

Interim Report

Luona's resignation: exit interview with Kelly and Bonnie was positive. Luona will be missed. She mentioned that she would like to remain in contact by volunteering to continue bulletin board preparation.

BCPL Trustee Attendance of System Director's Meeting: DeAnn attended this morning. She gave a new Sparks User's Manual to the staff

Fire and Ice Committee Board Meeting: Wendy will serve as library liaison; meetings will begin in April.

Change of Operating Hours for Summer: New requirement: discussion tabled until fuller board is present.

Programming: All new programs on temporary hold due to current board and staff changes.

Mass mailings can be sent to Emily at Systems office; need to supply paper.

Bruce Edward described printer services used by the Borough. They pay reduced postage rate of about 29 cents per piece. He will give us the name of the printer.

Bruce discussed the Sunshine law requirements for Board meetings. Executive sessions should also be publicized as to date and time, and any decisions made need to be ratified at the next regular Board meeting.

Open Forum for Guests and Friends

Two parents of preschool children attending to question cessation of Early Learner's Program. Discussion ensued with explanation of Board position, challenges of staff and volunteer shortages, and that System Office agreed that such a program is not within the mission of the library. Decision to end program stands.

Board Member Documents/Events

Annual Report being finalized by Kelly and Wendy

Policy Manual Edits: Board member needed to review/confirm all changes. Board members to review the Manual again before next meeting.

There should be a Social Media Policy in effect. Bonnie will check at System office for sample policy; Wernersville Library has such a policy, and can be asked for copy as example.

Bruce explained that ByLaws wording changes need to be voted on, with prior public notice of upcoming vote. Agenda of meetings should be posted online ahead of meeting.

Jess asked if Drums for Kids program will be held. Already scheduled for Friday May 3 at 10:30am at LJ's Gym, led by Ruthie. Parental permission/waivers will be required. Maximum of 15 children to participate. Approval to hold event: motion by Debbie, seconded by DeAnn, motion carried.

DeAnn asked whether Adult program Energy Codes, a one-time 2hr workshop should be postponed temporarily. Board agreed, but presenter should be informed of our continued interest in holding the program at a later date.

Karin asked about a Gardening program. Board is requesting temporary hold on all new programs.

Resource Fair is also on hold temporarily.

Jess explained System wide initiatives and requirements for Children's programming. Can these be incorporated into regular story times, etc?

Jess asked if she should also attend monthly Director's Meetings, in addition to bi-monthly Children's Coordinator meetings.

Motion by Debbie, seconded by DeAnn. Motion carried.

Changing of Board Positions

Board accepted the resignation and removal of Aislinn Staaby as Board President. Motion by Wendy, seconded by Debbie, motion carried.

Board voted to add Kelly Swanger as Co-President. Motion by DeAnn, second by Wendy. Motion carried.

Board voted to add Julian Marshall as Board member and Co-President. Motion by Debbie, second by DeAnn. Motion carried.

Board changes as above need to be sent to Womelsdorf Borough Council.

ByLaws amendment concerning related persons to serve at the same time as Library Board Trustees needs rewording before acceptance. Wendy will prepare amendment wording for next Board meeting.

Correspondence Secretary/Banner Program

April Banner—Lori's Candy Shop, Robesonia

May Banner—St. Daniel's Lutheran Church, Robesonia

Wendy will serve as Corresponding Secretary in Diane's absence for surgery.

Volunteer Coordinator

Bonnie provided copies of the Volunteer Handbook and Shelving information/assessment. To be discussed at the next meeting after members read and familiarize. Assessments by staff and volunteers going well.

Morale Coordinator

Debbie is preparing flowers for staff, and flowers for Luona, to be given to her on her last working day–Saturday at noon.

Adult Program Coordinator

Knitting Club–people are enjoying it. Need reminder to bring own project.

Blind Date with a Book

Going well; will continue as long as interest remains, then pause for a time. Perhaps reintroduce in the Fall.

Treasurer's Report/ Review and Approval of Current Financials

Tabled in Kelly's absence until April meeting

Upcoming Fundraising Events

Children's Program–Kids/Teen Clothing Bonanza

Library Fundraiser-Carolyn Edwards Easter "Shop" is set up.

Raffles- proceeds for both children's programming and general fund.

Rustic Rose, Lori's, Ozgood's, Karin

New Printer research

Aislinn had explored possibilities of own vs lease. Bonnie will check with Aislinn for the information she obtained.

Adjourn the Meeting

Motion to adjourn by Debbie second by DeAnn motion carried. Meeting adjourned at 8:56pm

Next Meeting April 23 2024 at 6:30 pm.