

Bethel-Tulpehocken Public Library  
8601 Lancaster Avenue  
Bethel, PA 19507  
(717)933-4060

**Minutes of the Board of Trustees Zoom Meeting for January 14th, 2021**

**In Attendance:** Mike Najarian, Nancy Guida, Paul Stauffer, Dora Rodgers, Kaitlin Lehman (library director) Betsy Kreider (children's librarian), Jake Meyer (township supervisor), Jennifer Schmehl  
The meeting was called to order at 7:15pm with a quorum represented.

**Secretary's Report:**

Minutes of the December 2020 meeting minutes were approved (Paul/Dora) voice vote motion carried.

**Expenditure Report:**

Expenditures to vendors of \$3,074.03 and Payroll of \$4,268.28 for a total of \$7,342.30 for the month of December. (Mike/Nancy) voice vote, motion carried. (see attached)

**Library Director's Report:**

1. The total item circulation for December was 6,258. The total program attendance for December was 40. The total computer usage for December was 242.
2. Kaitlin (library director) asked the board to consider changing the job description of library director to co-director along with changing the job description of the children's librarian to co-director. They would share the duties of the library director.
  - a. Kaitlin will write up descriptions for both jobs and present to board.
3. Kaitlin presented to the board the pay rates for the library employees as of January 9, 2021.
  - a. There was discussion on increasing both Kaitlin's and Betsy's pay rate from \$20.00 to \$20.75. Motion was made by Mike and seconded by Dora to accept pay rates including the increase for Kaitlin and Betsy. Voice vote and motion was passed with one abstention. (Paul Stauffer)
4. The sale of about 80 gingerbread houses for a library December project was very successful. The library held a contest and posted the winners on Facebook.
5. The January project is "Take home movie kits". The response was overwhelming.
  - a. the kits included video, books, popcorn, etc. on Disney characters for children.
6. Kaitlin reported to the board the plans for the use of "state aid part 2" would be to put the extra money aside for staff.
7. There will be 4 system board meetings every year and branch libraries must send a representative to all of the yearly meetings.
8. There was discussion on the 'System Agreement' that was sent to branch libraries via email that has to be voted on. Before voting we will wait to see what the thoughts of other libraries in the county are and then make a decision. The consensus is that if we don't sign it might be detrimental to the library.
9. Kaitlin voiced her frustration on the delay time for systems on delivery and pickup of library books to and from other libraries during this trying time! She has heard from library patrons on their frustrations.
10. The USDA application loan is almost ready to be submitted. It should be ready within a week.

11. It was brought to the attention of the board to think about doing some type of recognition for years of service for employees of the library.
  - a. Maybe do something special for Daphne for her 40 years of service to the library.
12. Kaitlin reported that the library received \$15,000.00 from the Kurr Foundation.

**President's Report:**

1. There was discussion on outside lighting for the library, with curbside pickup some type of lighting is needed.
  - a. A township person will get in touch with Kaitlin to discuss the need for lighting.
    1. It was also brought up to check with township engineer to see if there were plans for outside lighting in the construction planning.
2. Discussion on fundraising:
  - a. Kauffman's no longer comes out to do fundraising.
  - b. R & K Subs, Sycamore Spring, and Denunzio's are fundraising possibilities.
  - c. Dora gave the board suggestions on setting up a 5k fundraising event for us to do on a Saturday morning in the fall. We will discuss at a later date.
3. We will go forward with using Municipal Marketing Services for a fundraiser.
  - a. Mike and Nancy signed the contract and it will be forwarded to the company. (copy attached)
    - 1) With being exempt, the library does not have a "Charitable Organization Registration Number".
  - b. Return envelopes would be included with the fundraising flyer, but with no postage.
  - c. The cost of the postage to send the flyers was not known at this time.
4. A committee was formed to discuss long term planning goals for the library and they will meet on Thursday, January 28<sup>th</sup> at 6:30pm.
5. Jake reported to the membership that the township does have monies set aside in the capital reserve budget for the library.
6. According to Section IV – Probation & Annual Evaluations of the Personnel Policy the Library director should be reviewed annually.
  - a. The board should review the library director each January.
7. At the December Systems Board meeting the funding formula for 2020 was reviewed and there wasn't much given to the branch libraries.

The meeting was adjourned at 9:15pm. (Mike/Nancy)

A special committee meeting was scheduled for Thursday, January 28<sup>th</sup>, 2021 starting at 6:30pm

Next regularly scheduled Meeting: Thursday, February 11<sup>th</sup>, 2021 starting at 7:15pm.

Respectfully submitted: Nancy Guida

Job Responsibilities for the changing roles of the Library Director and Children's Librarian. They will now be Co-Library Directors.

Betsy – Co-Director:  
(children's librarian)

- Face of Library
- Youth Services
- Daily Patron/Staff Management
- System Liaison
- Social Media/Advertising
- Fundraising
- Board Management

Kaitlin - Co-Director:  
(library director)

- Back Office
- Financials
- Reporting
- Paperwork
- Library E-Mail
- Long Term Staff Management
- Scheduling
- Purchasing
- Collection Development

(Takes on more daily director roles in summer)

Board Responsibilities:

- Board Recruitment
- Long Term Planning/Stability
- Oversight of Directors

Results of the Committee Meeting held on January 28th for Long Range Plans for the Library

Committee members in attendance: Mike Najarian, Paul Stauffer, Nancy Guida, Betsy Kreider

1. The committee came up with three major areas to discuss at the next meeting:

1. Fundraising:
  - Annual letter to be sent out
  - Need for consistent donors
2. Building
  - Construction plans
  - Carnival
  - Once a month event
  - Outreach programs
  - Computer classes
3. Building up the Board membership

Our next meeting is scheduled for February 25<sup>th</sup> starting at 6:30pm.