

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

Minutes of the Board of Trustees Zoom Meeting for February 11th, 2021

In Attendance: Mike Najarian, Nancy Guida, Paul Stauffer, Dora Rodgers, Betsy Kreider (co-library director), Jennifer Schmehl, Katie Eisenhower, Linda Wilcox, Jake Meyer (township supervisor)
The meeting was called to order at 7:20pm with a quorum represented.

Secretary's Report:

Minutes of the January 2021 meeting minutes were approved (Paul/Dora) voice vote motion carried.

Expenditure Report:

Expenditures to vendors of \$1,543.90 and Payroll of \$4,727.89 for a total of \$6,271.79 for the month of January. (Paul/Nancy) voice vote, motion carried. (see attached)

Library Director's Report:

1. The total item circulation for January 2021 was 6,906. The total computer usage for January was 228. The total people count for services for January was 2,637 with 5 adult and 3 juvenile new library cards registered.
2. Twice a year libraries reimburse each other for lost books that were paid for at other libraries. Bethel paid for books belonging to other libraries that patrons paid for at Bethel. Other libraries will do the same for us.
3. USDA application has been completed except for a couple signatures. It will be submitted soon.
4. The library will begin to informally collect booksale donations again so they can add new items to the collection and send paperbacks to the prison for outreach. They do not plan to officially reopen the booksale for COVID reasons.
5. Kaitlin reported that the mailbox is broken and the outside lights need to be looked at.
 - a. Jake is willing to look into those issues.
6. Year-end tax filings and System report were completed in mid-January.
7. The library signed an engagement letter to use the same auditor for 2020.
8. Kaitlin doesn't believe that the library is eligible for additional PPP funding (due to not seeing a significant enough decrease in income) or CARES grants (due to not having enough qualifying expenditures).
9. Discussions are still ongoing regarding the agreement with System.
10. Review letters have been sent out to staff.
11. Betsy reported that the January project "Take Home Video Kits" was such a success that they will continue it on a weekly basis.
12. The library staff has started an apple dumpling sale in February to benefit the library.
 - a. Price: \$6.00 regular and \$6.50 sugar free.
 - b. Orders due March 5th at 12pm
 - c. Pick up: March 12th 10am to 2pm.

President's Report:

1. Paul sent out a sample of a "Director's Evaluation" form for board members to look at for discussion at a later date.
2. Paul also brought up ways to recognize staff members for years of service.
Discussion at a later date.
3. Discussion on fundraising:
 - a. Katie Eisenhower joined our zoom meeting to give the board suggestions and information on doing s 5K fundraiser.
 1. First thing is to find a date.
 - a. Board decided on October 9th 2021.
 2. Check with a timing company (Falcon Racing) They will be a big help with registration, etc.
 3. Find a location (think of parking and also porta potties)
 4. Inform the township and have roads closed and inform EMT
 5. Have groups ask for donations (water, snacks, fruit, etc)
 6. Think also about a fun run for children.
 - b. Betsy is willing to come up with a logo for the 5K run.
 - c. Dora reported that she has looked into doing a sub fundraiser with R&K Subs.
 - a. The board will look into going forward with one for May 11th 2021.
 1. Orders should be completed 3 weeks before delivery.
4. The fundraising flyer from Municipal Marketing Services was approved with some changes to be made.
5. Mike reported that there have been adjustments made to the "Automation Agreement".
6. There was discussion on a Procurement Policy. Mike will take information from other libraries and design it fit the needs of our library.
7. The first round of PPP loans have been forgiven.

The meeting was adjourned at 8:45pm. (Paul/Nancy)

A special committee meeting is scheduled for Thursday, February 25th, 2021 starting at 6:30pm

Next regularly scheduled Meeting: Thursday, March 11th, 2021 starting at 7:15pm.

Respectfully submitted: Nancy Guida

Results of the committee meeting held on Thursday, February 25th 2021

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

1. Building construction
 - a. The loan application is going forward slowly: The bank will need more information.
2. Fundraising
 - a. Betsy had reported that she had participated in a webinar on fundraising that might help the board in going further in fundraising efforts and will report to the board at the March meeting.
 - b. Board should think about getting donors that would help the library on a regular basis.
 - c. Betsy is willing to talk to patrons about joining the library board.