

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

**Minutes of the Board of Trustees Zoom Meeting for March 1th, 2021**

**In Attendance:** Mike Najarian, Nancy Guida, Paul Stauffer, Dora Rodgers, Betsy Kreider (co-library director)  
Jennifer Schmehl, 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 February 2021 meeting minutes were approved (Paul/Dora) voice vote, motion carried.

**Expenditure Report:**

Expenditures to vendors of \$2,119.79 and Payroll of \$4,838.58 for a total of \$6,958.37 for the month of February. (Mike/Nancy) voice vote, motion carried. (see attached)

**Library Director's Report:**

1. The total item circulation for February 2021 was 7,018. The total computer usage for February was 180. The total people count for services for February was 908 with 7 adult and 1 juvenile library cards registered.
2. 3 new policies were voted on
  - a. Cash Management & Account (Mike/Dora) voice vote motion approved.
    1. Mike asked if the wording 'Quickbooks' should be made more generic, but it was decided to leave "Quickbooks" in the policy.
  - b. Conflict of Interest (Nancy/Dora) voice vote motion approved.
    1. We discussed adding the wording for "special cases of staff and board member participating in different libraries".
  - c. Request for Reconsideration of Material (Mike/Paul) voice vote motion carried.
3. It was suggested that Kaitlin should put off answering Scott from "Spotts" until Mike sees how the USDA Laon application is going.
  - a. May hear late spring or early fall on the status of the loan.
4. Betsy reported that the Apple Dumpling sale was a great success with \$1,000.00 + profit to the library.
5. Betsy also reported that the library purchased permanent bags to use for the Disney movie packages for patrons to sign out.
6. Betsy connected with Heidi Messner, ESL teacher from the school district, in order for Betsy to be a liaison with the elementary schools.
7. The mailbox outside the library has been replaced and Jake will have the township crew come out to help with the outside lights.
8. Stephanie, the District Consultant, would like to do a short presentation at our next meeting.
9. It was suggested that the library consider increasing hours to be compliant wit state standards in case they don't waive standards for 2021.

**President's Report:**

1. Dora has contacted Falcon racing regarding information about the 5K Run but hasn't heard anything back yet.

2. Question came up as to whether Jennifer Schmehl has been approved as a board member by the Township. Jake will check and get back to the board.
3. Dora has contacted R & K Subs and we are going forward with that fundraiser:
  - a. Sale Price: \$6.50 Subs: \$5.50 Sandwiches
  - b. Start selling Thursday, April 22<sup>nd</sup>, 2021.
  - c. Order forms due to R & K by May 6<sup>th</sup>, 2021.
  - d. Delivery Date is Thursday, May 13<sup>th</sup>, 2021 at 10:00AM.
4. The fundraising flyer from Municipal Marketing Services went out to the current mailing list on March 8<sup>th</sup>.
5. Mike reported that there has been a new "Automation Agreement" written up by the Reading Library. It will be a while before being completed.
6. We agreed to go with the current director's evaluation form that Paul had presented to the Board to use in the Board's evaluation of the library director.
  - a. It was suggested that we send a form out to the library staff so they can give their input on evaluating the director.
    1. Paul will draw up a form for the library staff to use.
  - b. The director also should do a self-evaluation.
  - c. When all are completed the Board will sit down with the library director and go over the evaluations.

The meeting was adjourned at 8:25pm. (Nancy/Paul)

A special committee meeting is scheduled for Thursday, March 25<sup>th</sup>, 2021 starting at 6:30pm

Next regularly scheduled Meeting: Thursday, April 8<sup>th</sup>, 2021 starting at 7:15pm.

Respectfully submitted: Nancy Guida

Results of Committee Meeting held on Thursday, March 25<sup>th</sup> 2021

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

1. Betsy reported that the library will conduct a Summer Reading Program: "Adopt a Pet to Read to". (Tails and Tales). It will run for 8 weeks starting June 21<sup>st</sup> thru August 15<sup>th</sup>.
2. There was discussion on a date for the carnival with dates of August 14<sup>th</sup> or 21<sup>st</sup> mentioned. It was agreed that the 14<sup>th</sup> would be the best date.
3. It was reported that Bethel Elementary received their monies from an "Early Literacy Grant".
4. Points were brought out from the fundraising webinar presented by Chad Berger, "Productive Fundraising" including Call after receiving donation (follow script for webinar). Webinar also gave scripts to use in asking for funding.
5. Regarding recruitment of new board members: It was discussed to draw up a form to list the duties of the Board to give to prospective new board members.
6. Regarding present board members: It was suggested that board members spend time in the library to get to know the atmosphere and the workings of the library.