

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

### **Minutes of the Board of Trustees Meeting for October 13<sup>th</sup>, 2022**

**In Attendance:** Mike Najarian, Jennifer Schmehl, Nancy Guida, Paul Stauffer, Linda Wilcox, Willie Weiler, Betsy Kreider, Kaitlin Lehman

The meeting was called to order at 7:00pm with a quorum represented.

#### **Secretary's Report:**

Minutes of the September meeting were approved. (Paul/Jennifer) voice vote, motion carried.

#### **Expenditure Report:**

Expenditures to vendors of \$6,339.71 and Payroll of \$8,069.56 for a total of \$14,409.27 for the month of September 2022. (Mike/Nancy) voice vote, motion carried. (see attached)

#### **Library Director's Report:**

1. The September library programs, listed below, were well attended:
    - a. Preschool Storytime –5 dates (105 total attendees)
      - 1) taught by Betsy
    - b. Movie Night – “Lightyear” (0 all ages attendees)
      - 1) hosted by Daphne
    - c. Book Club – Monthly (5 adult attendees)
    - d. Block Party – Monthly (33 preschooler attendees)
      - 1) hosted by Betsy
    - e. Bestsellers & Baked Goods (13 adult attendees)
      - 1) taught by Kaitlin and sponsored by “Baked Sweet”
    - f. Pizza & Pages (11 teen attendees)
      - 1) hosted by Betsy and sponsored by Mancino’s)
    - g. Betsy also does a monthly book club for Juniper Village senior citizens and will look into transporting some for the “Bestsellers” program.
- Grand Total for September 2022 = 10 Events with 167 Attendees

1. The total people count for September was 1,722 with 15 adult and 1 juvenile new cards registered.
2. The total item circulation for September was 8,398.
3. The total computer usage for September was 307.
4. Kaitlin reported that the library will be closed on Sunday, October 16<sup>th</sup> in honor of Chris Ritter who passed away. There will be a memorial service at the airport on Sunday October 16<sup>th</sup> starting at 1:00pm.
  - a. Daphne was very appreciative for the gift basket.
5. 2021 library audit has been completed and submitted to the state.
  - a. we will be needing an annual audit going forward because of our increase in federal funding.
6. Kaitlin suggested that we go fine-free beginning in the new year (January 1, 2023) The library will receive a one-time incentive of \$4,200 from the county.
  - a. The library will forgive all outstanding overdue fines (not damaged fees) and not charge any going forward. When items are overdue for 30 days, patrons will be charged as though the item is lost.

7. Jeff Steckbeck has given the library a list of warehouse contacts.
8. Kaitlin has completed and submitted the application and plan for the use of State Aid.
9. Kaitlin reported that Amy Resh, Berks County Library systems administrator, suggested that the board form a fundraising committee to meet in between board meetings. The suggestion was that Willie and Paul attend these meeting.
10. The library will probably hit pre covid circulation and attendance this year.
11. The library is continuing to do a "book sale", "bag sale", etc. for donated books that we receive.

**President's Report:**

1. There was discussion on who we would have as an auditor for next year. A motion was made by Mike and seconded by Willie to keep Hutchinson, Gillahan & Frech, PC. for next year at an approximate cost of \$3,000.00 +. Voice vote and motion carried.
2. The board was in agreement to start the "fine free" program the first of the year.
3. Fund Raising:
  - a. We are still selling raffle tickets up until our November 10<sup>th</sup> board meeting. Tickets are \$20.00 each.
    - 1) The prizes will be awarded as the names are picked just going down the list.
  - b. Apple dumpling sales are going on and pickup will be November 17<sup>th</sup> from 12 – 8pm. The cost is \$5.00 each and orders are due November 3<sup>rd</sup>.
  - c. Kaitlin will take care of doing a fundraising letter and send it out to the public.
4. There was discussion on assigning a new library title to Trish. Kaitlin and Betsy will discuss and get back to the board.
5. Building Renovation
  - a. Construction for the building is scheduled to begin in April 2023. Kaitlin and Betsy have met to go over the building plans with the builder and have made suggestions for changes that would benefit the library and narrowed down the drawing.
6. There was discussion on pay rates for the library employees. Voice vote and motion carried with an abstention made by Paul. The new rates will start in January 2023.
7. There was discussion on picking the raffle ticket winners.
8. Nancy made the board aware that she would be resigning as a board member at the end of the year.

The meeting was adjourned at 8:26pm. (Paul/Willie)

Next regularly scheduled meeting: Thursday, November 10<sup>th</sup>, 2022 starting at 7:00pm

Bethel Township Supervisors meeting: Thursday, November 10<sup>th</sup>, 2022 starting at 6:00pm

System Board meeting: Wednesday, November 16<sup>th</sup>, 2022 starting at 7:00pm

Respectfully submitted: Nancy Guida