

**Schuylkill Valley Community Library**

**Board of Directors Meeting (virtual)**

**December 9, 2020**

**Present:** Solomon Lausch, Erica Burch, Stephanie Jacobs, Kai Miller, Roger Schmidt, Patrick Manwiller, Christie Brown, Sharon Wilson, Mary Kunkle (Friends representative), Kelly Ruth, Stephanie Schreiber

**Absent:** none

1. Call to order at 7:04pm.
2. Secretary's report- November meeting minutes were approved.
3. Treasurer's report
  - a. Steph Jacobs will keep \$100 in the PPP checking account until the 2-step approval process for converting the loan into a grant has been completed. The first step of the process was approved by VIST bank. The second step could take up to 90 days per Sharon.
4. Trustees reports
  - a. Steph Jacobs reported that the Berks County Reading Olympics will take place virtually this year. Christie will review the list of books that will be used in order to have them available in physical and digital copy for students wishing to borrow them from the SVCL as done in years past.
5. Librarian's report
  - a. The SVCL was closed from November 9-16 due to a staff member with a positive COVID test. SVCL is currently only open for curbside services.
  - b. E-card information was sent to the school with follow up emails by Christie however no response was received at this time.
  - c. Library will be receiving approximately \$1700 from the district library CARES grant. The paperwork has also been submitted to receive money from the county CARES grant.
6. Reports
  - a. SVCL Friends
    - i. Mary Kunkle reported that the golf tournament has been booked at Rich Maiden Golf Course for April 25, 2021.
    - ii. Basket raffle and gift card sale are the current fundraisers at this time.
  - b. Buildings and Grounds- nothing to report
  - c. Policy Review
    - i. Donation policy was reformatted however the content remained the same. The revised policy was approved.
  - d. County Library System
    - i. No one from the SVCL was able to attend the last meeting.
    - ii. Erica, Christie and Steph Jacobs will virtually attend the upcoming Funding Formula meeting on December 16 at 7pm.
  - e. Director Review Committee
    - i. Information on the job responsibilities of a library director was received from Amy at the County Library System. Christie will review this information. The new Directors Review document will be presented at the next meeting.

7. Keystone Grant
  - a. \$134,000 was awarded to the SVCL as a matching grant for the conversion of the front door to an automatic door, roof replacement, and a building project for an addition to the library. Several media outlets reported this information.
  - b. Projects need to be completed in 18 months.
  - c. Christie will share the grant information and obligations with the Board.
  - d. Sol raised concerns about raising the matching funds for this project due the current economic situation and because of the large amount of money needed.
  - e. Kai will chair a committee to address fundraising and communication to the community on this topic. Steph Jacobs and Erica will join.
8. 2021 Budget- Per a vote, the 2021 budget was approved unanimously.
9. Other- Stephanie Schreiber virtually attended this meeting to observe. She provided an introduction of herself and stated her interest in joining the Board of Directors.
10. Next meeting is on January 13, 2021 at 7:00pm.
11. Meeting adjourned at 8:17pm.
12. Executive Session- The board met in executive session following the meeting to address open board positions.