

WERNERSVILLE PUBLIC LIBRARY
Board of Trustees Meeting
January 12, 2021 Minutes

Mission Statement: The Wernersville Public Library inspires learning, creates community, and transforms lives with quality resources and services.

Attendance: Leigh-Anne Yacovelli, Kristi Brant, Sandee Nevitt, Greg Mazurek, Deb Scull, Allison Plevrakis, Bridgid Good

Not in Attendance: Abby Showalter

The meeting was called to order at 7:03 p.m.

1. **Public portion** – There were no public comments.
2. **Approval of minutes from November 10, 2020** – There were no changes to the minutes as submitted. Motion to approve: Greg. Seconded: Allison. The motion passed unanimously.
3. **Treasurer's Report** – The treasurer presented the P&L performance report. She made note that December was a draft due to the following items not being final:
MHBC is a preliminary number for December and subject to change. Line items 47232 and 47233 are related to investments and the bookkeeper has only made investment entries up until August 2020. The bookkeeper will make the rest of the entries this month. They will not have a material impact on the financial statements.

The treasurer noted that the PPP loan has been moved from a liability line on the balance sheet to 40123 Misc income since the library was forgiven the loan on 12/23/20.

The total income for the year is \$30k higher than budget. This is primarily due to the \$23 PPP loan income. Our Municipality contributions were \$15k less than budget, but that deficit was offset by state and county aid and donations being higher than budget.

Lower Heidelberg's final 2020 installment of \$5,500 was received by the library on 1/5/2021 and deposited the same day. The check was dated 12/28/2020. Since the library reports on a cash basis, the \$5,500 needs to be recorded in our 2021 financial statements and tax reporting. We spoke to Amy at county and she was adamant that the funds needed to be recorded in 2020 for the funding formula. We also spoke to the CPA who confirmed that we needed to keep the funds in 2021. So there will be a difference between our financials and our funding formula amounts for Lower Heidelberg (line 40109a3) in both 2020 and 2021.

Approval of 2021 Budget- Leigh-Anne explained the slight increase (\$500) between the 2020 and 2021 budget to include additional insurance costs. Additional slight changes to grant income and shipping costs, as well as adult periodicals. The budget reflects Total Income of \$188,560 and Total Expenses of \$188,560. Motion to approve 2021 Budget: Kristi. Seconded: Bridgid. The motion passed unanimously.

4. **Director's Report** – Leigh-Anne highlighted the departure of an employee. The board wishes A.K. well in her new job. Leigh-Anne explained the challenges related to hiring and training a new employee given Covid protocols. She will keep the board apprised of challenges.
5. **Friend's Report** – Board members are encouraged to become members of the Friends of the Wernersville Public Library

6. Old Business:

- Recruiting New Board Members - continues to be an important consideration
- Annual Fund Drive – total raised is included in the Director’s Report. A breakdown includes \$245 from residents of the Borough. \$775 from S. Heidelberg residents. \$820 from Lower Heidelberg residents.
- Townships and Borough meeting updates – for Lower Heidelberg, there is no need for an in-person report in January; S. Heidelberg does not have a meeting in January; there was no attendance at the Borough’s January meeting.

7. New Business:

- System Membership Agreement and Automation Agreement changes – the board discussed proposed changes by the Library System. Sandee agreed to follow up with Amy Resh and ask for clarification regarding the statements about fines and infractions.
- URR (Uniform Requirements and Responsibilities)
 - i. Outstanding:
 1. By-laws review by October 2021 – Bridgid and Abby will work on by-laws and Personnel Policy review
 2. Mission statement review – the board reviewed the mission statement. Allison made a motion to keep the current mission statement. Sandee seconded. The motion passed unanimously.
 3. Personnel policy review by September 2021 – Bridgid and Abby will work on by-laws and Personnel Policy review
 4. Strategic plan updated by April 2021 – Leigh-Anne suggested a March/April timeframe for strategic plan review.
 5. CE’s – New Trustee Orientation a MUST attend, other attendance based on New Trustee attendance
- Upcoming CARES Grants and Loans – Leigh-Anne
 1. Procurement and Cash Management policies and procedures - The board agreed to review the procurement and cash management procedure to be voted upon in February.

8. Other:

- Thank you to Jeannine and Rich Campbell for donating \$2,250 towards Hoopla, which covers 4 downloads a month for all of 2021
- The board discussed the best way to communicate with boroughs and townships, specifically regarding questions around fundraising, and whether/how the library raises funds beyond the allocations from townships. Strategies moving forward include:
 - i. Sharing (primarily pre-pandemic) fundraising activities and results – including raffles, Friendly’s nights, special events, and the book sales - from the Friends of the Wernersville Library, as this is our primary fundraising arm.
 - ii. Trying to set up a time for Stephanie or Amy to talk with municipalities about the funding formula and how their support impacts the library’s ability to access additional funds.

9. Adjournment – the meeting was adjourned at 8:20 p.m. (First – Kristi, Second - Greg.)

Respectfully submitted, Kristi Brant - Secretary

Next Meeting February 9, 2020