

**WERNERSVILLE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**March 10, 2020**

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

The meeting was called to order at 7:01 p.m.

Attendance: Kate Sowers, Bridgid Good, Sandee Nevitt, Allison Plevrakis, Deb Scull, Kristi Brant

Guests: Greg Mazurek; Stephanie Williams, District Consultant

**I. Public portion** – 3 minute limit – There were no public comments.

**II. Introduction of Potential Board Member** – Greg Mazurek

**III. Stephanie Williams -- District Consultant** presented on her role within the library system. She reviewed Leadership by Design best practices; reviewed role and responsibility of district consultant; reviewed Sunshine Act – libraries are not considered a governmental agency if they are 501(c)3, but it is highly recommended that each library follows the Sunshine Act provisions because libraries receive state aid. She shared that the 2018 PA Public Library Accounting Manual is available as a resource for library responsibilities between Bookkeeper, Treasurer, Director; Our system is one of 29 district library centers in the Commonwealth; Overdrive, and four additional databases available through district; total district aid received \$305,000+ to support all libraries in Berks County; She shared that Annual Fund drive letter should be priority for board

**IV. Approval of minutes from Feb 2020** – 1<sup>st</sup> Sandee; 2<sup>nd</sup> Bridgid; motion carried

**V. Treasurer's Report** – Allison shared that checking account balance is high as we wait for funding to come in. A letter for South Heidelberg Township is needed to request first half of money needed – Brigid will work with Leigh-Anne on this. Motion to accept Treasurer's Report: 1<sup>st</sup> Kristi, 2<sup>nd</sup> Sandee. Motion carried.

**VI. Director's Report** – Leigh-Anne shared the need for small cheap shelf to keep at pool for Little Free Library; Sandee to reach out to Green Valley Elementary for update re: Imagination Station program.

**VII. Friend's Report** – May 12-16 book sale collection signs are out; Julia Childs program @ Phoebe Berks is scheduled for November 1. Time to be finalized, suggested 3:00 p.m.

**VIII. Old Business**

a. Internet Policy Review – Bridgid paragraph 3 page 2 suggested language change for Page 2, Paragraph 3; “the library will not limit access to this information unless otherwise specified herein”; 1<sup>st</sup> Deb; 2<sup>nd</sup> Allison 2<sup>nd</sup>; the motion carried.

b. Little Free Libraries – Deb has approval from Lower Heidelberg Twp for a Little Free Library – she will join Kate and Brigid on LFL committee; the committee will create proposal/list for South Heidelberg Township and would also like to include something inside Sinking Spring YMCA. Kristi offered that a LFL with curated content for kids is possible at South Mountain YMCA.

- c. Volunteer Breakfast – Sandee reported that the breakfast has changed to a volunteer lunch, to be held April 17 at 11:30; Sandee to coordinate with Leigh-Anne to mail invitations to volunteers
- d. Security – all conversations on hold at the moment; waiting for response from Chief Grimm
- e. Bathrooms situation – Bathrooms in the municipal facility upstairs hallway near the stairs are for employees only; bathrooms downstairs are off limits because of handicapped accessibility

**IX. New Business:**

- a. Recruiting new board members: social media approach/request for new board members; Kate proposed using social media to promote library board membership; she will share examples with board for consideration
- b. Coronavirus – Leigh-Anne reported on actions taken as a result of the coronavirus including: reducing hugs in kids programs; encouraging participants to wash hands at start and end of storytime and Pollywog; wiping down high traffic areas in middle of day; cleaning and removing toys

Emergency Plan – library will follow County guidance as shared by system; Board discussed procedure that if the library closes as the result of COVID-19, our employees will be paid.

**X. Other:** The library is printing a Census message on receipts to encourage participation; Longwood Gardens passes will be raffled off at upcoming April programs.

The meeting was adjourned at 8:24 p.m. (Bridgid 1<sup>st</sup>, Kristi 2<sup>nd</sup>)

Next Meeting: April 14, 2020

Respectfully submitted,

Kristi Brant, Secretary