

Wernersville Public Library
Board of Trustees Meeting
August 11, 2020 Minutes

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 7:00 p.m.

Attendees: Kate Sowers, Kristi Brant, Bridgid Good, Greg Mazurek, Allison Plevrakis, Sandee Nevitt

Not in Attendance: Deb Scull

- I. Public portion – There were no guests.
- II. Approval of minutes from June 2020 –The June 2020 minutes were approved. Bridgid first, Sandee second.
- III. Treasurer’s Report – Allison reported that the balance in the checking account is sufficient (\$51,000) at this time but that the board may need to consider an allocation from the investment account this fall, depending on whether municipalities are able to meet their budgeted allocations. The Treasurer’s Report was approved – Bridgid first, Kristi second.

Allison also reported that a draft 990 has been prepared and that she and Leigh-Anne will submit a few small changes. The board approved the draft 990 with changes as noted. Bridgid first, Sandee second.

Bridgid agreed to follow up with South Heidelberg township for clarification on when or if we can expect a funding distribution.

- IV. Director’s Report – Leigh-Anne shared that the budgeted amount has been reached for Hoopla. The board voted to move \$1000 from the 50178 program line to the 50153 database line, and also apply the \$625 Lori’s Candy Shop donation to Hoopla, with the goal of maintaining an average of about 8 Hoopla downloads per person, and recognizing that limits imposed by the library may change depending on usage and funds available.

- V. Friend's Report – The Friends are not meeting at this time due to Covid-19. They received \$340 from Redner's receipts, and would like to consider a closed bag book sale. Allison will reach out to the Friends and share information regarding the tax implications of ongoing book sales. The board re-stated its policy that no volunteers should be working in the building at this time in order to keep everyone healthy and safe.

- VI. Old Business:
 - a. Policy and by-laws Committee Report update- the committee will continue its work through August before bringing policies to the board for review later this fall
 - b. Director Annual Review Update – the committee has completed its work; Kate and Leigh-Anne will meet in August
 - c. Recruiting New Board Members – recruitment of potential new board members continues. Leigh-Anne has approached a patron about joining the board and has asked the Friends to consider whether anyone in their group would be interested in joining the board.

- VII. New Business
 - a. Personnel – Leigh-Anne is working through two unemployment claims. In one case she filed and was approved for expedited relief of charges. In the second case, she has filed for relief from charges and expects an answer within 90 days. The board stated that the best way to handle unemployment claims at this time is to pay the claims and request a refund, so that the library does not potentially incur fines for nonpayment. Leigh-Anne stated that she needs to hire an additional employee on a temporary basis to provide flexibility with scheduling.
 - b. Leigh-Anne shared that she has communicated with an election services representative for the purpose of using the downstairs space for the November 2020 election. The board requested that she inform the Wernersville Borough staff and request permission for a scheduled visit from the election services representative.
 - c. Leigh-Anne stated that she would like to implement a Helping Harvest food drive for fine forgiveness during August and into September. The board agreed that this was a good idea.

- VIII. Executive Session – The board adjourned to Executive Session at 7:35. The board returned from Executive Session at 8:05.

IX. Other: Thank you to Lori's Candy Station for their fundraiser and donation to the WPL. Sandee Nevitt will thank Lori's.

The meeting adjourned at 8:10 p.m. (Sandee, Kristi)

Next Meeting: September 8, 2020