

Library Board of Trustees January 24, 2022

The regular meeting of the Village Library Board of Trustees was called to order at 6:06pm on Monday, January 24, 2022 by Lauren Nappi.

The first item of business then will be to elect a chair pro tempore. Ann Bohara volunteers and will be the chair for the duration of this meeting.

Present

- Maria Long, Lauren Nappi, Knicki Knickerbocker, Ann Bohara, Sheri Kaufman, Cindy Line, Kate Shuhler, Holli Schvom and Lisa Betz

Acceptance of the last two meeting's minutes

- The minutes of November were approved.
- Motion made by Knicki Knickerbocker and seconded by Lauren Nappi. The motion passed with unanimous consent.

Correspondence

- No current correspondence

Director's report

- Library Operations
 - November statistics were up from October. Adult AV circulation doubled from October. We gained 15 new card members.
 - Floors were buffed in the entryway.
 - In December, computer IOS upgrades.
 - Maria and Mary both got new monitors
 - December ended with the second highest circulation month. We are pleased to see we increased circulation from 2020.
 - Total circulation for 2021 was 37,651 (2020 was 29,743 and 2019 was 57,010)
 - The difference between 2019 and 2021 was 19, 359.
 - The end of 2019 was 4,044 circulations for December which was only a 388 decrease in December's statistics for 2021 which was 3,656.
 - With all things considered with the pandemic, our numbers show a solid need for our services.
 - The libraries that are free will continue for another year. Hamburg library declared themselves fine free despite the pilot. We would like to take Hamburg's lead.

- We received tremendous press on our children's room. We had a wonderful turnout (24 people). We also have had several people stopping in to check out the room.
- The bathroom locks were finally installed as well as the changing table in the men's room.
- Uniform requirements have been handed into the county.
 - Maria has checked off all requirements. The only thing left is to submit the minutes from November, now that they are approved.
- CE updates
 - Staff have begun CE requirements for 2022
 - New Board members will be given a training session via the county in March (will most likely be virtual).
- Budget
 - Judy is working to reconcile end of year reports
 - New board members have to be assigned to bank accounts (The VP and Treasurer).
 - Rework budget sheet for clarity and revisit for upcoming raises for director and staff
 - Begin brainstorming for fundraising ideas in 2022
- Upcoming events
 - County meetings are virtual
 - BCPL awards ceremony will be virtual; link will be sent to Ann Bohara.
 - The State Report is due March 19th.

Treasurer's report

- Information included in Maria's report
- The minutes of November were approved.
- Motion made to approve report by Sheri and seconded by Knicki. The motion passed with unanimous consent.

Old business

- Continue to finalize strategic planning and formulate long-range goals.
 - We can look into this in detail by mid year.
 - We are working to make a team site, to access and collect ideas from.
- Potential discussion of outgoing Board Chair recommendations:
 - Formation of Friends Committee to focus on outreach and fundraising. This committee should meet with a regular schedule.

- Ann spoke with some friends who are on other Friends Committees and gathered some ideas.
- Kate would be happy to head up the community, with Laurens assistance.
- We are going to create a definition of the group, and start outreach for interest to report back in February.
- Reevaluate donor mailing strategy
 - This would be a wonderful task for the Friends group moving forward.
 - During November we usually send out a mailing for donations, and this list needs to be reevaluated so we can reach more of the Lancaster/Chester area.

New Business

- Elect officers for 2022. Motion made to accept the following motion by Knicki Knickerbocker and seconded by Kate Shuhler. The motion passed with unanimous consent.
 - Chair - Ann Bohara
 - Vice Chair - Cindy Line
 - Treasurer - Holli Schvom
 - Secretary - Lauren Nappi
- Designate the representative and alternate to attend quarterly BCPL Systems meetings.
 - 2022 meeting dates are: Feb 16, May 18, Aug 17, Nov 16.
 - Cindy Line and Ann Bohara have volunteered to attend.
- Ask all trustees to review the Conflict of Interest Policy and sign the Conflict of Interest Form. We reviewed the policy, and there are no changes necessary.
- Review Board Member Orientation Checklist and upcoming BCPL trustee training.

Next Meeting: 6:00 PM February 28, 2022

Cindy Line motions, and Lauren Nappi seconds to close tonight's meeting. The meeting was officially closed at 7:24pm.

Library Mission statement:

The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success.