

Library Board of Trustees February 28, 2022

The regular meeting of the Village Library Board of Trustees was called to order at 6:02pm on Monday, February 28, 2022 by Lauren Nappi.

Present

- Maria Long, Lauren Nappi, Knicki Knickerbocker, Sheri Kaufman, Holli Schvom (via phone)

Acceptance of the last month's minutes

- The minutes of January were approved.
- Motion made by Sheri Kaufman and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.

Correspondence

- No new Correspondence

Director's report

- Library Operations
 - New HVAC system is being installed which went into effect on Feb 17.
 - Circulation is off to a solid start as we are seeing pre Covid-19 stats. 4,054 circulation for January.
 - 14 new card users
 - Changes into monthly stats reporting. The county found no evidence that reporting programming stats was a solid case for getting more funding. Pam and Maria will continue to track for our own benefit and for other reports in the future.
 - In-house programming has commenced. Qigong stats are picking up
 - Our first ever Teen Advisory Board met. We had 5 in attendance including an adult. We are starting with biweekly teen events and gauge from there. They brainstormed ideas for events with following themes: art, music, skate boarding, babysitting, cosplaying, theme parties, murder mystery, gaming nights, book club. We started with a craft night and plan on a board game night. Teen events are being held on Tuesday at 5PM for the time being.
 - Pa Career hosted an event at our library; they received emails about information and future opportunities at the library. Heather Dunkle is the contact and plans on coming to the library quarterly. The event is geared for working age young adults 17-24.
 - Equity Diversity Inclusion committee welcomes Kathy Kolb, Trustee from Boyertown Library to be the liaison for all library boards in the system

regarding topics, issues, CE opportunities, and other matters concerning the committee. The Board of Trustees should be getting information from her soon.

- The big discussion is making library collections diversified and inclusive.
 - We discussed implicit bias towards certain materials or that persons in charge of collection development may not have enough knowledge in cultures, minority groups etc. Baker & Taylor, Taylor is a great vendor for materials diversity, inclusion, and they have resources/ webinars on the topic as is the vendor We Need Diverse Books.
 - Pam received a new computer monitor and we got more scanners courtesy of Roy and Jeff IT Crew via BCPL
- Library CE updates
- Maria Long attended the following webinars: On Implicit Bias and Communication, Eliminating Late Fines is a Win-Win for your Library & Community, Smart Spaces are Community Spaces.
 - Mary attended the following webinars: Call to Action: Public Libraries and the Opioid Crisis, Cultivating Protective Factors for Safe Libraries and Resilient Communities, The Name of the Game: Playing Tabletop Games to Build 21 st Century Skills .
 - Connie attended the following webinar: Being Customer Focused: New and Emerging Trends in Customer Service, Assisting Patrons with E-Readers: Tactics for Teaching and Troubleshooting.
 - Wendy attended the webinar: Eliminating Late Fines is a Win-Win for your Library and Community.
 - All these wonderful webinars can be found at webjunction.org and you get certificates whether you attend live or access later. Highly recommended for board members to help with CE credits.
 - Budget Updates
 - We received 1/4 sponsorship check from Caernarvon Township.
 - We received our first sponsorship check from the County.
 - Frazer Advanced Information Systems came to give an estimate for their phone service; it would be \$113 but Judy feels this is too costly as it does not alleviate a cheaper phone service. The goal is to get the cost under \$100.
 - Judy is recommending we think about purchasing Greenlight, a software that helps combine donor information and thank you letters. The way we have been doing things has been very antiquated and takes up time and paper to print out thank yous etc.
 - We are going to touch base on this next month when we have all board members to review.

- We still do not know if we are getting an audit or a financial review.
- Based on what was allocated, we should be getting an audit. Any library that receives 50,000+ now is required to get an annual audit. It used to be 2 reviews more than an audit, our library has received 2 audits in a row.
 - After the directors report was written, we received confirmation that we will be receiving an audit for this year.
- Future Updates
 - The annual report is due March 18
 - Amy Resh is willing to help library boards come up with the campaign to help libraries that need help getting \$2.5 per capita from townships.
 - Townships outside of Berks do not count as we do receive sponsorship from West Nantmeal Township.
 - We would like to vote on going fine free permanently next month when more of the board is available.

Treasurer's report

- Holli Schvom reviewed the report.
- Banking accounts have been updated within Ephrata and Truist.
- Nicki Knickerbocker motions to approve, Sheri Kaufman seconds motion to approve the treasurer's report.

Old business

- Update on potential team site — How might we use this? What team site platform is best?
 - Jeff said that there is not one that is used, but he mentioned Google as a resource for us.
 - Sheri Kaufman volunteered to set up an email account and drive for the Board. We can share files and have a common space for everything to be stored moving forward.
- Update on formation of Friends Committee which will focus on outreach and fundraising.
 - Kate and Lauren are working together to collect names for the committee
 - Have some great resources for fundraising within those who are interested
 - Digital Bulletin Board would be a great way to start sharing news
 - Digitalize the donation wall (wooden blocks)
 - Kate and Lauren had worked to brainstorm fundraising ideas and set up a general time for each meeting. We are working to lock down the first Tuesday of every month, at 7PM virtually.
 - Judy would be a great resources for fundraising parameters moving forward
 - Fundraising Ideas- Hopefully we can collect some ideas from the Friends Group and help them move forward.

- Visit Berks Libraries Passport was suggested by Knicki
- BCPL Systems meeting (February 16) update
 - Cindy and Maria attended.
 - Budget was approved
 - Amy will help us plan and present by September to the board.
- Update on Board Member Orientation Checklist and upcoming BCPL trustee training.
 - March 7th is the deadline to respond and sign up.

New Business

- Preparing to work to finalize a proposed long-range plan based on strategic planning surveys and discussions. (Plan in place by mid-year, we hope!)
 - Tabled to next month
- Do we have an “editorial” and/or “planning calendar” for the Village Library? If not, would generating one be helpful?
 - Tabled to next month
- Board member support: how do we help each other?
 - Tabled to next month

Next Meeting: 6:00 PM March 28, 2022

Knicki motions, and Sheri seconds to close tonight's meeting. The meeting was officially closed at 7:12pm.

Library Mission statement:

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