

Library Board of Trustees March 28, 2022

The regular meeting of the Village Library Board of Trustees was called to order at 6:11pm on Monday, March 28, 2022 by Anna Bohara.

Present

- Maria Long, Lauren Nappi, Knicki Knickerbocker, Kate Shuhler, Holli Schrom, Sheri Kautman, Anna Bohara, and Cindy Line.

Acceptance of the last meeting's minutes

- The minutes of February were approved.
- Motion made by Knicki Knickerbocker and seconded by Holli Schrom. The motion passed with unanimous consent

Correspondence-

- Acknowledgement from the Berks County Public Library Systems that the Uniform Requirements have been met by the Village Library.
- Iron Mountain reached out to Maria about redoing the flower beds upfront. They accepted our Grant Proposal, and will be working with Maria to coordinate the work upfront during their Day Of Giving.

Director's report

- Library Operations
- 18 new memberships
- Computer usage is up this month
- Circulation was a bit lower this month but with all the winter closings we feel it's contributed to closings.
- Shawn Long is working on drafts for the library logo. He is using the tagline and mission statement of the library within his design.
- Maria had a sample of the new logo
- Vote on going permanently fine free which means leaving the pilot project.
- Motion made by Lauren Nappi and seconded by Cindy Line. The motion passed with unanimous consent.
- The Equity, Diversity, Inclusion committee is discussing changing committees in more of a forum platform. Nothing has been settled upon at this moment.
- Library CE updates
- All staff will have CE requirements completed by April

- On April 29, BCPL is hosting a staff development day for directors and staff members. Full day gives everyone 6 credits and half day gives everyone 3 credits.
- It is a requirement that at least 2 board members receive 2 CE credits per year via opportunities through the BCPL, state level, and ALA. New Trustee Orientation cannot be substituted with other workshops.
- Pam attended 2 webinars in Feb: New Book Look: Children's Books too Good too Miss & Getting Started with Social Media for your Library.
- Maria attended a webinar in Feb: Right to Know/ Open Records from this workshop - Budget
- Windstream- Office suite \$104
- We have been getting intrusive calls by scammers/scammers etc.
- 2 phone lines (press one, two, three, four type of deal)
- Our phone system is from 1995. We currently are paying 86 dollars for our basic phone service.
- West Nantmeal Township gave their yearly donation of 3500
- Kate made a motion, knicki seconded the motion. The motion passed with unanimous consent. - Future Updates
- Audit communications with Long and Barrell will begin after 4/18
- The library will be open on Good Friday until noon and closed on 4/16
- The library will be closed to the public on 4/29 so staff can partake in Staff Development Day at the BCPL
- First Author's Day will be on 4/2 from 10-2
- Plans with the Rotary for Litter to Literacy is planned for April 30 money raised will go towards our library and Honey Brook.

Treasurer's report

- Holli is working closely with Maria on the report
- Holli is working to put together a glossary to help sort through the report well.
- Sheri motioned and Knicki seconded. The motion passed with unanimous consent.

Old Business

- Vote on going fine free permanently
- We voted on this during Maria's report
- Bake Sale
- Bake sale time frames are covered and we are excited to hold this event on Saturday.
- Update on team site
- readvillagelibrary@gmail.com
- The email and drive is set up. We are hoping to utilize this space for the board members to store and share material.
- Guidelines for sharing files and having a common space need to be created. We will brainstorm and come back to this.
- Update on Friends Committee
- Starting Email to use for correspondence.
- Book Club is something that we are hoping to move forward with.
- Kate is putting together a flier for information to be distributed at the Author Event this weekend.
- Update on BCPL trustee training
- All of our board members have completed this training, or are signed up to do so later this week. All training will be completed by the end of March.
- Update on outside sitting/classroom area
- The drainage is worrisome with the concrete space.
- Gas meter and the piping would need protection
- Underground utility lines to protect
- Protected from the parking lot
- A few board members will schedule a call to create a plan for presentation to the township and create a plan moving forward.

New Business

- Preparing to work to finalize proposed long-range plan based on strategic planning surveys and discussions.
- Do we have an "operational" and/or "planning calendar" for the Village Library?
If not, would generating one be helpful?
- Three year planning horizon
- Brainstorm for this down the road

Next Meeting: 6:00pm, April 25 at the Village Library

Knicki motions, and Lauren seconds to close tonight's meeting. The meeting was officially closed at 8:10 pm.

Library Mission statement:

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