

Board of Directors Meeting Notes

| | |
|----------------------|--|
| Date | April 12, 2023 |
| Participants | Stephanie Schreiber, Alia Emery, Marissa Loeb, Sharon Wilson, Melissa Krishock, Dan Gassert, Chris Thomas Absent: Kai Miller, Jay Melvin, Kelly Jacoby, Stephanie Jacobs |
| Agenda Items: | Call to order 7:04 pm |
| Opening Motions | Alia motioned to accept minutes from the March 2023 meeting; Melissa seconded; The vote passed unanimously. |
| Trustee Reports: | Steph S. National Library Week 4/23-29 & Library Workers Day, will acknowledge online Chris went to Ontelaunee Township Board of Supervisors meeting to thank them, someone asked about guest readers & local history book donation Alia discussed development committee meeting Marissa shared County Directors Meeting info |
| Treasurer's Report | Bank Accounts- should have 2 signers; Chris may be added, not needed for the bank (during Covid became 1 signer needed); possibly set a spending limit?; Sharon stated times that checks are required (persenters, etc.); most banking done online; will need to go to bank to do that Keystone Grant- Sharon stated it is done, majority spent 2022, \$650 spent 2023 Mail Fund still ongoing, \$9977.50 in so far. Armchair Race money \$7861.76 is supposed to go towards loan, check just received recently, will show up in next month's report; discussion of how to use funds-lump sum or monthly payment on building loan Longley Insurance discussed, they are County approved provider, received 2 premium checks this month |

| | |
|-------------------------|--|
| | <p>Melissa motioned to accept the March 2023 Treasurer's report; 2nd by Chris; The vote passed unanimously.</p> |
| Director's Report | <p>Programming- Teen Time starting next month, advertising on Facebook, website</p> <p>Staff- Plant sale, orders due on May 6</p> <p>Horserace successful, \$7861.76</p> <p>Snackbar- supplies needed</p> <p>Policy review- continuing to update/discuss</p> <p>Circulation- Hoopla up, \$270, higher than last month, but evens out last month's lower use</p> <p>Tax prep finished, good attendance</p> <p>County Library Directors Meeting-fundraising discussed, wording of service agreement in proposed agreement, next meeting end of May</p> |
| Friends Report | <p>Golf Tournament- to be held 4/23, still need volunteers & supplies on Google form, drop off 4/22; happy with number of golfer sign-ups</p> <p>Book Sale May 4th set up</p> |
| County Library System | <p>Service Agreement- County would rather libraries stay in own service area when fundraising/hosting events; Marissa presented proposed agreement changing language being discussed; no plan to penalize libraries currently; must have questions/comments submitted ahead of time if attending virtually, may speak if in person, May 17th is next meeting</p> |
| Policy Review Committee | <p>Mission Statement - must update, vision statement optional, few libraries have; approve or change for next 3 years</p> |

| | |
|--------------------------------|--|
| | <p>Strategic Plan- have goals, more work to complete; will consult a planning book through process, possibly looking for community help & other library plans as examples</p> <p>Library of Things-discussed borrowing policy, liability waiver, change wording about 3rd person use of borrowed items</p> <p>Steph S. motioned to accept the Library of Things Borrowing Policy & Liability Waiver; 2nd by Melissa; The vote passed unanimously.</p> <p>Bylaws- Melissa discussed changes: duties of president with regards to preparing all documents for meetings, agendas, should be done by Director/in collaboration; Secretary with regards to communication from the Board; Director's role/responsibilities changed to "shall" because is job, included agenda preparation; Sunshine Act changes to specify public notice for Special Meetings & 72 hours notice for regular meetings, publish on website; allow voting electronically as long as quorum present; does library have liability insurance for trustees?-yes, questions about difference between insurance for trustees vs. volunteers; possibly remove wording about the right of indemnity for expenses of suits that are settled-tabled for further research; remove section amending the articles of incorporation, should be bylaws; remove corporate seal section; discussed Robert's Rules section; discussed board membership criteria; after Board votes to be signed by President, Secretary, Vice President</p> |
| <p>Development Committee</p> | <p>Fundraising- Armchair Horserace successful, planning again for April 2024; discussed summer (Yeti)& fall (Solo) raffles/attending community events (National Night Out)</p> <p>Planning-coordinate event calendar with Friends and Staff; Would like to plan another genealogy event</p> <p>Sponsorship-Steph S. is continuing to research</p> |
| <p>Buildings & Grounds</p> | <p>Chris discussed 2 Boy Scout troops to be contacted about small clean up projects & Eagle Scout project opportunities, property</p> |

| | |
|--------------------|---|
| | <p>owned by Borough of Leesport, will need to be consulted before any construction; Girls On The Run may also be a possibility; Spring Clean-up usually volunteers & Friends, previous donations of mulch; Steph S. dad will volunteer to help & may be able to bring others; What other organizations/clubs want/need service hours?</p> |
| Other Business | <p>Safety- follow up w/ Northern Berks Police, chief stated State Police should be contacted & other libraries should be consulted for emergency planning, example offered by County includes ALL weather and emergency contingencies; no safety training for staff required, but CPR suggested; Bern Twp. officer visited today and verified contact info, etc.</p> <p>Committee started for reviewing/evaluating Director</p> <p>Recruiting more Board members, need 2 for full board</p> <p>Staff Knoebel's tickets sale w/ Friend's, awaiting more info</p> <p>Effective Board Meetings workshop 4/20 & 2022 Annual Report released for use</p> |
| | <p>Steph S. motioned to adjourn meeting, 2nd by Dan; Meeting adjourned 9:05 pm</p> |
| Action Items | <ul style="list-style-type: none"> ● Approve Bylaw changes ● Organize spring clean-up volunteers & donations-set date ● Organize summer weeding volunteers ● Follow up on Mission/Vision Statements and Strategic Plan discussion ● Follow up on Service Agreement ● Create emergency plan & discuss with staff ● Follow up on fundraisers |
| Next Board Meeting | <p>Next meeting will be on Wednesday, May 10, 2023 at 7:00pm.</p> |