

# Robesonia Community Library Board Meeting Minutes

May 25, 2023

## Meeting in Borough Hall

Note – No Quorum (3 Board members in attendance)

No Votes Taken

1. Because three members rather than the necessary five were in attendance, a meeting on Thursday, May 25 could not be called to order, and no votes could be taken. However, the board members present discussed the items below. It is proposed that a meeting prior to the regularly scheduled June meeting be held to vote on the monthly reports. In attendance were Charles Brown, Leah Ruth (Acting Library Director / Children's Librarian), Carol Werkheiser, and Laura Yazemboski. Wendy Beard, Geneva Berger, Mindy Cohen, and Kennon Rice were absent.
2. No vote was taken on the April 27, 2023 draft board meeting minutes. Questions from the meeting minutes were answered, however.
  - The board's written response must be given by 6/26/23 rather than 6/27/23. The written response will be prepared pending the anticipated hiring of a properly credentialed library director.
  - Wendy has asked North Heidelberg about the check, but the feeling of the board is that the check will be given in the fiscal year beginning in June.
  - The board does not yet know the number of chairs needed by the Robesonia Township borough. Leah will ask the township secretary for guidance.
  - The meeting attendees viewed the downstairs storage, which has been emptied of book donations by the recent Friends' book sale in May. Leah will provide several dates in June during which she can spend an hour making decisions on the items in the basement. Because some of the items in the basement are the property of the Friends, the board will ask the Friends if a representative from their group can also attend one of the times Leah has provided. A board member will help sort and carry the items based on the decisions made by Leah and the Friends representative. An hour per month will be scheduled throughout the summer or until the basement is purged of unnecessary items and cleaned.
3. Librarian's Report
  - Leah signed the district negotiated spending. The district is increasing their Libby spending by 6%. The individual libraries are required to increase their spending this year to 4.5% of the collection budget, then to 6% the following year.
  - The library directors voted to eliminate administrative fees on lost items.
  - The library has received \$400 to spend on EDI (Equity, Diversity, and Inclusion) materials over the summer.
  - Leah is investigating the need for a waiver to be signed by patrons when borrowing from the Library of Things. A lawyer will need to prepare this document.
  - Laura noted that she virtually attended the 5/17/23 BCPL Board Meeting.
  - The online form for public comments will be on the library's webpage in the About / Collection Development section.
  - Leah will use her best judgement for the displays for the library.
  - No vote was taken on accepting the librarian's report.
5. Financial Report
  - Board members discussed the \$500 penalty assessed by the System. The unused salary for a library director for the first five months of 2023 will cover this penalty in the budget.
  - Laura will ask Wendy for a list of the treasurer's responsibilities that must be completed each month.
  - Leah suggested Casey might be able to join board meetings by Zoom until a treasurer is named. The financial forms would be covered first during the meetings.

## 5. Personnel

- Three board members are resigning.
  - Wendy Beard's last meeting will be June 2023. The board will need to fill the treasurer position.
  - Kennon Rice will not be able to attend the June or July meetings, but is willing to officially stay on the board until early August. The board will need to fill the vice president position.
  - Carol Werkheiser resigned as of the May 2023 meeting. The board will need to fill the borough liaison position. (Meetings are held on the first Monday of each month.)
- Sylvannah Gulley has been offered the position of library director, and on 5/25/23 at 11:08 pm she confirmed in the board's email account that she intends to accept the job.

## 6. Fundraising

- The Robesonia Street fair activities were discussed and will need further small group meetings for further development. The following are being planned or considered:
  - Book stacking (Kennon will be unavailable, and books will need to be accumulated.)
  - Corn hole with books for prizes
  - Duck pool
  - Scavenger Hunt
  - Bubble Tea (and other food-related suggestions)
- Bingo (September or October 2023)
- A tennis tournament in July at Conrad Weiser Middle School
- (The Spring mailing status was not discussed.)
- Jack Frost parade (December 2023) is not a fundraiser, but needs to be planned during the summer.

Attending board members ended the discussion at approximately 8:20.

Respectfully submitted by Laura Yazemboski on 5/27/2023

A board meeting to vote on April 2023 documents may be scheduled.

Next board meeting to take place Thursday, 6/22/2023, in Borough Hall at 7:00 pm

**Sylvannah Gulley**

Thu, May 25,  
11:08 PM (2  
days ago)

to me

Hello Laura,

Thank you for the follow up! Her email just popped into my inbox and I will be writing to her about accepting the position immediately. I look forward to working with you and the rest of the board!

Best,

Sylvannah

Material added prior to approval of "minutes" (6/18/2023):

**From:** Sylvannah Gulley-Boyer <[sylvannah3.14@gmail.com](mailto:sylvannah3.14@gmail.com)>

**Date:** June 6, 2023 at 10:40:04 AM EDT

**To:** Mindy Cohen <[mindyecohen@gmail.com](mailto:mindyecohen@gmail.com)>

**Subject: Director Position**

Hello Mindy,

I unfortunately feel as though I am not fit for the director position. The position is extremely overwhelming for position. I am very sorry for this abrupt departure. Thank you for the opportunity.

Best,

Sylvannah