

# Robeson Community Library Board Meeting Minutes

June 22, 2023

## Meeting in Robeson Community Library (Borough Hall in use for Robeson Street Fair)

The meeting was called to order at 7:04 pm on 6/22/23 by president Mindy Cohen. In attendance were Geneva Berger, Wendy Beard, Charles Brown, and Laura Yazemboski. Matt Burton (prospective board member) was also present, and the board welcomes him! Kennon Rice and Carol Werkheiser have resigned from the Board. Leah Ruth (acting library director / children's director) was on vacation and therefore absent; she sent the June Librarian's Report prior to the meeting.

### 1. Director Search

- A director candidate was offered the position. However, her course of study, following approximately two weeks of talks with the System, was found to be incompatible with the state requirements. She regretfully declined the position in light of the educational requirements.
- A second candidate was offered the position. This candidate accepted the position. Her first day was Monday, 6/5; however, she resigned on 6/6/2023. No paperwork had yet been filed.
- Laura will send the most recent director job description to all board members for any revision. Wendy recommends removing the salary (\$28,000) to replace with wording expressing salary being dependent on the applicant's qualifications.
- Following any revisions, Mindy will advertise the position on paid sites – LinkedIn and / or Indeed.com.
- The position will be re-posted by Leah on the Berks County Library webpage.
- A library aide possessing the credentials for director has turned down the offer of an interim (to January) position as director. The offer has been previously extended, but in light of the penalty by the System, it was repeated.

### 2. System Penalty for Failure to Meet Standards of Excellence (Lack of Credentialed Director)

- Mindy and Laura will attend (in person) the Wednesday, August 16, 2023 meeting at the System headquarters to read the response / answer questions.

### 3. Robeson Street Fair

- The library will have a display with games, give-aways, and fundraisers at the Fair on Friday, 6/23 and Saturday, 6/24. Set up will begin at 4:00 on Friday. Lori Brown generously prepared and donated candied pecans, cashews, and almonds as well as the use of a warmer for the two nights of the fair. Geneva Berger, Charles Brown, Laura & Brian Yazemboski, Leah Ruth, and a teen volunteer will run the booth. Items at the booth included duck pond (lollipops or coin-machine prize), teen book kit, craft kits, free books (from Lori's Candy Station), free puzzles (4 from Laura), library literature, Boyer's fobs for the library, cookie packs (\$0.50 each), nuts (\$3.50 or 2 for \$6), and a SpongeBob book drop game with candy / Guess the Number of Tootsie Rolls contest.
- Geneva suggested promoting the Boyer's tags (\$ for the library when scanned during grocery checkout) at the Fair. Mindy will call Boyer's and see if the library can have more for the Fair.

### 4. Board Positions

- Wendy's last meeting will be in August; therefore, the board needs a new treasurer.
- Kennon has resigned, so the board needs a new vice-president.
- Carol has resigned, so the board needs a new liaison to the borough meetings.

- Laura began serving on the board in January 2018, so she will resign in January 2024 after two terms. She is currently the board secretary.
- Laura advertised a need for new board members in the Merchandiser (6/21).

#### 5. Township Budget Meetings

- Laura, Mindy, and Leah will gather the new data and revise the information for budget meetings.
- Laura and Mindy will ensure the library is on the Robesonia township August agenda, and will request funding for the library.
- The board needs to determine who will ask to be on the agendas / make budget requests to North Heidelberg and Heidelberg township boards.

#### 6. Fundraising

- Robesonia Street Fair – See earlier notes
- Laura will contact Ryan Knarr on 6/26 about the summer tennis fundraiser.
- Laura advertised the Castaneda's fundraiser in the Merchandiser (6/21).

#### 7. Housekeeping

- Wendy, her sons, and Leah cleaned the closet in the meeting room for approximately 3 hours in June.
- The township has not responded to Wendy's inquiry about the maximum number of chairs they would like to use for meetings. The library board had considered removing some of the chairs to create more room in the closet.
- Leah, Peg (Friends), Laura, and Geneva will meet at 10:00 am on Monday, 6/26 in the basement to help organize the area.

#### 7. Approvals

- The minutes from the April 27, 2023 library board meeting were approved.
- The minutes from the May 25, 2023 library board meeting do not need approval because there were three members present – no quorum.
- The financial reports for May 2023 and June 2023 were approved.
- The librarian's report for May 2023 and June 2023 were approved.

President Mindy Cohen adjourned the meeting at 7:55 so the library could close on time at 8:00.

Respectfully submitted by Laura Yazemboski on 6/26/2023

Next board meeting to take place Thursday, 7/27/2023, in Borough Hall at 7:00 pm

## Addendum

**Important – Leah let Laura know on Friday, 6/23/2023 that the more extensive audit on library finances must be complete by September 2023.** Laura emailed Wendy and copied other board members to determine whether we need to have a special meeting on the issue. A note on the procedure for audits will hopefully be made by Wendy to post in the board's Google Drive.

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**Amy Resh** <amy.res@berks.lib.pa.us>

To: 'Laura Tow'

Mon, Jun 19 at 1:41 PM

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Hi Laura,

The Robeson Community Library's response regarding the library's deficiency for reporting year 2022 as outlined in the letter dated April 24, 2023, has been received.

The interim administrator, once appointed, and the System Advisory Board will review it and communicate as appropriate.

Amy

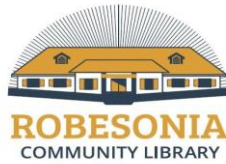
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Amy C. Resh, MBA, MLIS  
System Administrator | Berks County Public Libraries  
1040 Berks Road  
Leesport, PA 19533  
610-378-5260 x2501

\*Last day at BCPL- June 20, 2023\*

(Note by Laura – An email to Becky Wanamaker has revealed that Stephanie Williams will be the interim administrator.)

Formal Response to Penalty (Sent to Amy Resh on Sunday, June 18, 2023 at 10:00 pm)



75-A South Brooke Street  
Robesonia, PA 19551  
June 18, 2023

Berks County Public Libraries Board  
1040 Berks Rd.  
Leesport, PA 19533

Dear Berks County Libraries Board of Trustees,

The Robesonia Community Library Board of Trustees received the letter concerning the \$500 penalization for the lack of a credentialed library director. Board members have worked diligently to find an individual to fill this position, and continue to do so.

Actions taken by the board include:

- Advertising at Kutztown University, Albright College, the Berks County Libraries listserv, Facebook, Indeed.com, Handshake, as well as seeking any and all opportunities to advertise the position in person and through any connections available.
- Revising the library director advertisement multiple times, using different strategies for the job requirements, salary, and special offers
- Investigating (by contacting other county libraries / System personnel) co-director and shared director options (Added after sending the email to A. Resh; will include verbally at System)
- Conducting multiple interviews, both in person and on Zoom, throughout the COVID19 pandemic up to the current date
- Offering the position to at least three qualified candidates who turned down the position
- Hiring a director who proved to be incompatible with the position, requiring removal from the position
- Hiring the children's librarian as the acting director
- Inviting the children's librarian to be the permanent director multiple times
- Inviting several appropriately accredited staff members currently employed at the library as aides to become the permanent director
- Advertising the offer to cover the tuition cost for obtaining the necessary library credentials
- Losing a wonderful candidate (initially brought to our attention by Becky Wanamaker) who was willing to take the job due to confusion over credentials. After a lengthy discourse with the System

library, it was determined that her intended course of study (at SRO's expense) would not fulfill the requirements set forth by the state.

- Hiring a credentialed director who started on 6/5, then resigned on 6/6.

We will continue in good faith to advertise the position and search for a qualified candidate. We are also extremely anxious to find a director who can build an innovative library program that serves the entire community.

Sincerely,

The Robesonia Community Library Board of Trustees