

# Board of Directors Meeting Notes

Date	August 9, 2023
Participants	Stephanie Schreiber, Alia Emery, Marissa Loeb, Sharon Wilson, Jay Melvin, , Melissa Krishock, Chris Thomas, Dan Gassert (via Zoom) Absent: Kelly Jacoby, Stephanie Jacobs
<b>Agenda Items:</b>	Call to order 7:03 pm
Opening Motions	Jay motioned to accept minutes from the July 2023 meeting; Melissa 2nd; The vote passed unanimously.
Trustee Reports:	Jay concerned about financial issues of library, suggests meeting with Dr. Solomon Lausch (former Board President) for ideas, Board agrees; Development Meeting on Monday, 8/14
Treasurer's Report	Did receive 3rd Q money from State & County; State looks to give similar funding for next year, hopefully County goes up; raffle has \$405.00 so far, drawing on 8/25  Steph S. motioned to accept the July 2023 Treasurer's report; 2nd by Jay; The vote passed unanimously.
Director's Report	Marissa suggests canceling PALA conference attendance due to staffing, etc. for this year, Board agrees  Programming- will take Youth Librarian flier to Meet The Teacher Night; modifying childrens' programming staffing/hours until position is filled, break on programming until end of Aug., reassess if needed in Sept.  Staff- T-shirt sale planning continues, looking to do as pre orders; but push to late fall (Oct?; order 50=\$13.37/shirt, sell for \$22, possibly add long sleeves & Jay suggested a graphic designer to help

	<p>Friends- not meeting this month, Marissa will attend next meeting; Sandwich Sale, Apple Dumpling Sale and Book Sale coming up</p> <p>Youth Librarian- listing is up and running, may list on Indeed; reaching out to local colleges/universities; Board will assist Marissa with interviewing, if needed; Marissa has compiled questions. Hours- Marissa will need to flex her hours for coverage to attend County meetings, etc.; Board agreed should work out financially because about 5 hours difference</p> <p>Jay motioned to approve increase Marissa's hours to 40 until Youth Librarian hired; Melissa 2nd; motion passed unanimously</p> <p>Budget- meetings to be set for fall</p> <p>Tables- faulty moving parts, waiting to hear about replacement parts/tables covered under warranty</p> <p>Meet The Teacher Night-Marissa attending with activities &amp; goodies to give away</p> <p>No update from Leesport on safety/cameras</p> <p>Circulation- Hoopla on track</p>
Friends Report	No meetings during summer months
County Library System	Next meeting Wed. 8/16
Policy Review Committee	<p>Dress &amp; Grooming- overall fine, few spelling changes</p> <p>Steph S. motioned to accept Dress &amp; Grooming Policy; Jay 2nd; motion passed unanimously</p> <p>Personnel- to update policy</p>

	<p>Emergency Handbook- updated as discussed; incident report copies made</p> <p>Steph S. motioned to accept Emergency Handbook with last discussed edits; Jay 2nd; motion passed unanimously</p> <p>Have all current employees sign acknowledgement form at annual review</p>
<p>Development Committee</p>	<p>Meeting on Monday 8/14; July meeting discussed fall raffle; Community Days booth Sept. 8&amp;9, sign up list ready</p>
<p>Buildings &amp; Grounds</p>	<p>Safety/cameras- Waiting on Leesport Borough</p> <p>Clean up- weeds returning; possible benches; few bees, Marissa sprayed</p>
<p>Director Review Committee</p>	<p>Development of evaluation- in process, committee will meet soon</p>
<p>Other Business</p>	<p>Calendar Events- Community Days &amp; Municipal Meetings: Chris Ontelaunee 9/7, Steph S. Leesport 9/20, Steph J Bern 9/5, Melissa Centre 9/26, Steph S. Centerport 9/11, Perry yet unknown</p> <p>ESL- Steph J. to reach out &amp; set up a meeting</p> <p>Outreach for new Board members- Lori Lowery will be invited to next meeting, reach out to Keith Martin</p> <p>Community Days sign up, staff to be paid for their time; lollipop draw, need candy &amp; prizes, 25 cents/draw 5-10 Fri, 4-9 Sat; have donation jar</p> <p>National Night Out- plan on attending next year</p> <p>Closet/Basement Cleanout- schedule in the future</p>

	Steph S. announced her intention to step down from the Board at the end of 2023.
	Steph S. motion to adjourn meeting to executive session, 2nd by Jay.; Meeting adjourned 8:18 pm
Action Items	<ul style="list-style-type: none"><li>• Director evaluation</li><li>• Follow up outstanding policies</li><li>• Follow up on Leesport Borough Re: cameras, benches</li></ul>
Next Board Meeting	Next meeting will be on <b>Wednesday, Sept. 13, 2023</b> at 7:00pm.