

Robesonia Community Library Board Meeting Minutes

August 31, 2023

Meeting in Robesonia Borough Hall

The meeting was called to order at 7:00 pm on 8/31/23 by president Mindy Cohen. In attendance at Borough Hall were Wendy Beard, Geneva Berger, Charlie Brown, Matt Burton, Madison Mayhew (Library Director), Leah Ruth (Children's Director), Don Stripling, and Laura Yazemboski. Bill Kase (prospective board member) was also present, and the board welcomes him!

1. Vote on New Board Members

The board voted unanimously to accept Don Stripling as a Robesonia Community Library Board of Trustees for a three-year term. Board members will vote on Bill Kase and Angie Staudt (absent) at the next meeting. The Board is very happy to have new members!

2. Board Meeting Minutes

Matthew made a motion to accept the July 27, 2023 Board meeting minutes with redactions of names. Wendy seconded the motion, which was carried unanimously.

3. Library Director's Report (Madison Mayhew assumed the Library Director position on Monday, August 14, 2023)

- Eileen is sending thank you notes for donations to the library. Mindy will sign the notes when notified by the library.

- Donations are being made to the library in memory of Jean Fidler, a former library volunteer.

- The Castaneda's cooking class (8/20/23 - enchiladas) fundraiser was successful. No class is planned for September, but there will be a class in October. Children's classes are being considered; however, concerns over safety and liability were raised in regard to young chefs.

- SALSA (Library Aid Report) is being reviewed by Becky Wanamaker.

- The director and children's director are getting new email addresses, but they are not in full use yet.

- Summer Quest, the third of four initiatives required per year, has been completed. Initiatives earlier in the year included Longwood Gardens and sustainability. The upcoming fourth initiative will concern health.

Wendy made a motion to accept the Director's report. Mindy seconded the motion, followed by a unanimous vote to carry the motion.

4. Municipal Support

- Laura attended the 8/30 Heidelberg township meeting to request continued financial support for the library. The Heidelberg board members agreed to continue their funding for the library.

- North Heidelberg sent their funding check.

- Madi will send Geneva explanatory information for the matching fund offered by the System's funding formula.

- Matt will attend the 9/11/2023 Robesonia Township meeting with Mindy to request funding for the library.

- Matt will attend the North Heidelberg meeting on the last Wednesday of the month to request funding.

5. Fundraising

- Castaneda's cooking class (See above)

- Laura is working with the Conrad Weiser tennis coach to organize a fall tennis fundraising tournament.

- Laura and Mindy will have dinner at the Roby House and contact the owner about a possible fundraising night at the restaurant.

6. Financial Report

- The insurance costs are higher than budgeted.
 - Wendy will send Matt library insurance information. Matt will check on insurance providers for the library.
 - Wendy reported that Utica and Selective are the insurance companies of most Berks County libraries. We currently have the more comprehensive package from Selective through Longley.
 - Audit: Because of a misunderstanding about starting the audit months ago, the library will almost surely be late in completing the large-scale audit, which is due to the System on 9/15/23. Casey, Wendy, and the directors are working on gathering information for the auditors (Garcia Garmin & Shea, PC).
 - Wendy will send bonus information to the board members. The substitute aide works approximately one day per week.
 - Wendy is stepping down as the treasurer and leaving the board. August 2023 is her last meeting. The Board appreciates her hard work and contributions; she will be greatly missed!
 - Geneva will now pick up the payroll.
 - Mindy will now pick up the deposits.
 - The process for next year's budget must be started in October to be ready for approval in December. Several members committed to attending the budget meetings: Laura, Charles, and Mindy. Casey, Madi, and Leah will also be instrumental in creating the 2024 budget.
- A motion was made by Don to accept the July 2023 financial reports. The motion was seconded by Geneva, and the motion passed unanimously.

7. New Business

- Madi has posed questions about the vacation policy, sick days, etc. as she filled out a survey for the System. The personnel committee must meet within two weeks. (Note – Charles, Geneva, Laura, and Mindy met at the library on Saturday, 9/2/2023, to review the current Personnel Policies. Revisions were made, Madi's questions were answered, and the revisions will be voted on at the September 2023 meeting.)
- Madi has registered for a class (Introduction to Library Science) at the Northampton Community College.
- Madi will submit an extension form, which will describe the plan to complete the credits required by the System.
- St. Daniel's Fall Fest is on Saturday, 10/7/23, from 8:00 – 2:00. Board members will attend to promote library programs and distribute Boyer's key tags, which give a portion of the total bill to the library.
- Currently the credit card and all library banking is at Vist, which has no credit card company. The bank uses Elan, and several late charges have been incurred despite paying the bills on time. The Board will consider using other banks for the library's credit card.
- Mindy will investigate JBT's credit card plan.
- The new director needs a library credit card.

President Mindy Cohen adjourned the meeting at 8:17 after the motion was made by Geneva, seconded by Laura, and passed unanimously.

Respectfully submitted by Laura Yazemboski on 9/9 /2023

Next board meeting to take place Thursday, 9/28/2023, in Borough Hall at 7:00 pm