

Robesonia Community Library Board Meeting Minutes

August 12, 2021

Call to Order

The meeting was called to order at 7:05 PM by President Mindy Cohen. Present were Wendy Beard, Jena Sweigart, Kennon Rice, Carol Werkheiser, Leah Ruth, and Laura Yazemboski. (Absent - Alyssa Bushkie)

Approval of Minutes

Jena made a motion to accept the July 2021 meeting minutes, Kennon seconded, and the Board cast a voice vote of approval.

Update on HR Issues

There were 3 applicants for the two open library aide positions. After Mindy responded to the 3 applications, one has scheduled an interview at 7:00 on Wednesday, August 18. (One of the other applicants has accepted a different position.) Mindy will attend the BCPL meeting on that date; other members of the HR committee will conduct the interview.

The Facebook advertisement for the positions has expired; Mindy renewed it.

There is a substitute filling in as a library aide on Wednesdays, but she is not a permanent replacement. The library is particularly in need of options for covering hours because the library director is no longer employed at the Robesonia Community Library as of 8/2/21. The advertisement is still posted on the BCPL website, and Mindy will ask Stephanie to update the library aide advertisement to 12 – 19 hours per week. The contact person will be changed in the ad.

Mindy made a motion for all new hires' background clearances to be paid for by the Robesonia Community Library. Kennon seconded the motion, and the Board cast a voice vote of approval.

Leah noted that there is a specific need for Monday daytime hours to be covered.

Available members of the HR committee (Jena, Kennon, Mindy, and Laura) met on Tuesday, 8/10/21 to discuss the possibility of sharing a director position with the Womelsdorf Library. Discussions centered around creating a director position (approximately 17.5 hours in SRO) focusing on grant-writing, fund raising, and administrative duties. The director would be able to share programming and eliminate administrative redundancies. The two libraries would remain separate; neither would be a branch library. This savings in a shared director's salary could be applied to an adult librarian (programming) or a library aide. The director's job description would not include circulation duties.

Concerns were raised about whether the director needs an MLS because three townships are served by the library. There may be a possibility of differing goals from the separate library boards of Womelsdorf and Robesonia. It was suggested that a small committee of members from both boards as well as Stephanie from BCPL meet to discuss the possibility of co-hiring a director (if the Womelsdorf board is willing to consider the option).

There have been no replies to the bookkeeper advertisements. The applicant be able to complete a Form 99 for tax purposes; this form gives us a \$500 discount from the audit price. The bookkeeper salary needs to figure into our yearly salary calculations when re-defining the director position.

The former library director did receive a formal letter from the library's lawyer regarding the termination on 8/2/21.

Volunteer Search

Leah reported that the friends have offered to help shelve books. The state prohibits volunteers from circulation duties (checking books in and out). One volunteer continues to help on a regular basis.

Mindy asked Leah to send a specific list of hours when the library needs coverage.

Library Decoration

The library's bulletin board in the borough lobby was discussed. Mindy suggested we straighten up the board, creating a library section and a public section. The library section would highlight events and hours.

Library decoration was discussed. Mindy suggested making use of the shelf ends and freshening the computer area. Jena has many ideas, and would be very willing to work with library personnel to make either seasonal or other displays and areas of interest. Kennon noted that the new director might like to take ownership of the library with permanent decoration changes.

New Business

New programming – There was concern expressed at a recent borough meeting concerning the possibility of Drag Queen Story Time at the Robesonia Library. This program has not been scheduled. The VOICES meetings are a LGBTQ support group that meets at the pavilion for two different teenage groups.

The board is considering creating a mission statement concerning the inclusive nature of public libraries by definition.

Fundraising

Due to the time, discussion is deferred to next week. However, the board decided to once again postpone the Bingo planned for 10/2/21 due to COVID concerns. Laura called to cancel the date with the church on Tuesday, 8/17/21. The church has our original \$160 payment for the room, so the library may use the room at a later time. (The room rate has increased to \$200; however, the church will honor the original price of \$160.)

Due to time, the board deferred the presentations by Laura and Carol until the next meeting.

The meeting was adjourned at approximately 9:10 pm by Mindy Cohen.

Respectfully Submitted,

Laura Yazemboski (8/17/2021)

Upcoming Meetings

Interview with Library Aide – Wednesday, 8/18/21 at 7:00 (Zoom)

Thursday, 9/9/2021 (Either in person or Zoom)