



**BERKS COUNTY PUBLIC LIBRARIES
Board of Directors Meeting
November 15, 2023 7:00PM
Hybrid Meeting
MINUTES**

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held using a hybrid format, in person and via the Microsoft Teams platform, on Wednesday, November 15, 2023.

Board Members Present: Ginny Hand - President , Helen Flynn - Vice President; Dr. Debbie Noel - Secretary/Treasurer; Mary Ellen Wells, Jason Brudereck, Arleny Pimentel

Board Members Absent: Xiomara Toledo

System staff present: Stephanie Williams, Library System Administrator; Jeff Smilko, Technology Coordinator

District staff present: Marissa Guidara, District Youth Services Consultant

Advisory Committee members present in person:

Linda Roebuck, Muhlenberg Community Library

Advisory Committee members present online via Teams:

Jason E. Wenrich, Bernville Area Community Library	Geraldine Hynes, Kutztown Community Library
Mike Najarian, Bethel-Tulpehocken Public Library	Jennie Priest, Mifflin Community Library
Christine Mittura, Boone Area Library	Julia Becker, Reading Public Library
Nicole Sapna, Boone Area Library	Mindy Cohen, Robeson Community Library
Rob Kistler, Boyertown Community Library	Laura Yazemboski, Robeson Community Library
Karen Winegardner, Brandywine Community Library	Stephanie Schreiber, Schuylkill Valley Community Library
D Michael Bennethum, Exeter Community Library	Laurel Quigley, Spring Township/West Lawn Wyomissing Hills Library
Dave Crissman, Fleetwood Area Public Library	Ben Robitzer, Sinking Spring Library
Chelsea Williams, Hamburg Public Library	Greg Mazurek, Wernersville Public Library

Call to Order: Ginny Hand called the meeting to order at 7:00 PM.

Pledge of Allegiance: Ginny Hand led the Pledge of Allegiance.

Public Comment: no public comment.

Approval of Minutes: Mary Ellen Wells made a motion to accept the minutes of August 16, 2023. Jason Brudereck seconded. Minutes were unanimously approved.

Treasurer's Report: Debbie Noel reported that the library system County Budget has spent down 88% of our total, the County Coordination Aid still has funds for the remaining 2023 salaries and some additional funds for the last month, and State Aid has been fully distributed.

Debbie Noel moved that the report be accepted as presented. Jason Brudereck seconded. The report was unanimously accepted.

Correspondence: no correspondence.

Administrator's Report: Stephanie Williams, Library System Administrator, shared her report with the Board and Advisory Committee members. She highlighted the following items:

- Karin Rezendes will begin her new role as Deputy Administrator on November 15, 2023.
- All member libraries are required to submit Uniform Requirements & Responsibilities Checklist documents by December 31, 2023. Any questions should be directed to Stephanie at stephanie.williams@berkslibraries.org, or 610.378.5260, ext. 2501.
- We launched the Story Trail at Berks Heim on October 13, 2023. The Story Trail is designed as a trivia challenge to engage participants in conversations about local history as they navigate the 18 stops on the trail.
- Stephanie gave a special 'thank you' to Leslie Gaines, for her work on the migration from Polaris to Spark/Evergreen and overseeing delivery operations until the new Deputy is in place. The new circulation system is set to 'go live' February 8, 2024.

Committee Reports:

Advocacy Committee: No report this month.

Finance Committee: No report this month.

Nominating Committee: The Nominating Committee met virtually on October 16, 2023. Jason Brudereck shared they reviewed the reappointment status of Arleny Pimentel, Debbie Noel, and Mary Ellen Wells. All three individuals' terms were renewed by the County Commissioners in October and will now expire in 2026. The committee also discussed the slate of officers for 2024 and will have a full slate ready to present during the February 21, 2024 advisory board meeting.

Old Business: The final Automation Agreement outlining commitments toward the use of our Integrated Library System (ILS) was presented for approval. Mary Ellen Wells moved to accept the final draft of the proposed document with a small typographical error corrected. Ginny Hand seconded. The motion was unanimously approved.

The final Patron Privacy Policy was presented for approval. Mary Ellen Wells moved to accept the final draft of the proposed document. Jason Brudereck seconded. The motion was unanimously approved.

An update on the Robesonia Library Membership Agreement Noncompliance was provided. The library continues to work with the newly hired Director to meet compliance requirements. The Robesonia Library Board must provide an update of her progress toward compliance prior to the May 16, 2024 BCPL Advisory Board meeting.

New Business: One document was presented, in draft form, for members of the BCPL Board to review. This document was the Conflict of Interest Policy. Votes for acceptance of this policy will be held in February.

Stephanie Williams asked that all members review the documents and contact her with questions or concerns at stephanie.williams@berkslibraries.org

The BCPL System Advisory Board Meetings schedule for 2024 was also presented at this time. Meetings will be held:

Wednesday, February 21, 2024
Wednesday, May 15, 2024
Wednesday, August 21, 2024
Wednesday, November 20, 2024

Additionally, the System Awards presentation will take place at the Berks County Agriculture Center Auditorium on Wednesday, March 6, 2024 at 6:30 PM. *Snow date - Thursday, March 7 at 6:30.*

District Consultant Reports: *Marissa Guidara, District Youth Services Consultant provided the following:*

Some of the most notable happenings and accomplishments of the past couple of months include:

- Finalizing and reviewing the SALSA (State Aid Library Subsidy Application) forms for our libraries. And now supporting as libraries complete their Plans for State Aid, the final state report due for the 2023 year.
- Coordinating the districts' provision of hotel rooms for the October PaLA Conference, attended by about 30 Librarians from around our district.
- Initiating the New Director Cohort group and Mentorship program, to foster support and partnership for 4 brand new district directors.

We also just finished up the fall session of our Library Days program, which was a collaboration between our district libraries and the Reading Science Center and Berks Nature. Patrons across the district were able to participate in programs for free. Coordinated a partnership with Berks County Intermediate Unit's early intervention team to co-host programming at 7 of our libraries.

Announcements: Nominations for 2023 awards are being accepted until November 30 at 12 PM.

Adjournment: Mary Ellen Wells moved for adjournment. Ginny Hand seconded. The meeting was adjourned at 7:14 PM.

Respectfully submitted,

Debbie Noel

Secretary, BCPL Board

Upcoming Meeting Dates:

February 21, 2024 7:00 PM

System Headquarters: 1040 Berks Road, Leesport PA 19533