

## Robeson Community Library Board Meeting Minutes

September 8, 2022 (Zoom)

President Mindy Cohen called the meeting to order on Thursday, September 8, 2022 at 7:04 pm on Zoom. Wendy Beard, Charlie Brown, Leah Ruth (Acting Library Director / Children's Librarian), Carol Werkheiser, and Laura Yazemboski were present online. Kennon Rice was absent with prior notice. Tyler March had informed Mindy that she would also be absent because of a conflicting meeting.

A motion to accept the minutes from the August 11, 2022 board meeting was made by Carol and seconded by Mindy. The motion passed with a unanimous vote.

Leah explained portions of the Librarian's Report. The library has received donations in memory of Miriam Price, and they are much appreciated. Notes to the donors and Price family have been written. Additionally, Leah has applied for PA tax exemption status for the library. The T-Mobile request is still under review. Laura made a motion to accept the Librarian's Report, Wendy seconded the motion, and the motion was carried unanimously.

Petty cash will be itemized in batches of \$200 by Casey on the financial forms. Leah writes an itemized list for all petty cash payments. Laura made a motion to accept the financial forms, Charlie seconded the motion, and the motion was carried unanimously.

Mindy, Charlie, and Laura attended the September 6 meeting of the Robeson Township Board. The Board had found a document outlining the need for library representatives to attend the September meeting to make financial requests. Mindy was prepared to address the Board; however, the Board vice-president allowed more time given the very short notice. Mindy did discuss the difficulty of finding a library director and the library's appreciation of the Board's support. A Board committee will be sending the library updated concerns or expectations related to the lease, storage space, etc. The Board president asked the library to be better stewards of the space by turning off lights when the library is closed. The library staff is confident that they are turning off the lights when they leave. Notes will be posted by the light switches reminding anyone, including cleaning staff, to turn off lights as they leave. Charlie mentioned the need to be certain of everyone who has a key to the library.

Mindy proposed changing the library director advertisements to include payment for the nine library science credits needed to hold the director position in an effort to attract applicants. Charlie made a motion for the library to pay the cost of the credits, Carol seconded the motion, and the motion was carried unanimously.

The feedback form was discussed. Kennon was requested (in his absence) to update the wording on the form, asking patrons to please see the collection development policy or to visit the library.

Installing a security camera in the library was discussed. It may be worthwhile to have cameras that face the entry doors.

Laura will ask to be on the November agenda at the Heidelberg Township Board meeting; Kennon and Charlie will visit North Heidelberg meeting in October or November.

In the absence of further questions or comments, Mindy adjourned the meeting at 8:06.

Upcoming Meeting: Thursday, October 13, 2022 (in person)

(Respectfully submitted by Laura Yazemboski on September 14, 2022)