

## Robesonia Community Library Board Meeting Minutes

March 10, 2022 (Zoom)

Secretary Laura Yazemboski called the meeting to order on Thursday, March 10, 2022 at 7:07 pm. Because Mindy Cohen, Board president, was sick, Laura ran the meeting. Leah Ruth (acting library director), Carol Werkheiser, and Kennon Rice were also present. Jena Sweigart, traveling home from volunteering at the library, was able to join at 7:07, creating a quorum. Wendy Beard joined later in the meeting with prior notice. Alyssa Bushkie and Mindy Cohen were absent with prior notice.

A motion to accept the minutes from February 10, 2022 with corrections made to the Robesonia mayor's name was made by Jena, then seconded by Carol. A later stipulation was made to also clarify Kennon's findings about the Robesonia Easter Egg Hunt.

Leah, the acting director, reviewed some of the library statistics. The library's storage for books donated to the book sale is nearly full, so the library may stop accepting donations in several weeks. The Friends' book sale is scheduled for Saturday, May 7, 2022. Library aides can suggest to patrons that they bring book donations to the library on May 5 or 6 because the books could be directly added to the sale rather than being transported to the storage room. The basement is usually emptied at the end of each book sale; unsold books go to the Book Bonanza.

The Junior Library Guild subscription has started again, including a backorder of six boxes of new books for the collection. These books were paid for last year. In the budget, the credits are listed as negative amounts. If an amount is listed as positive, it would indicate an over-budget amount (Profit & Loss Budget vs. Actual).

Weeding the collection has been paused while the new JLG books are processed. Leah is finishing the annual report with Brenda Fulop's (bookkeeper) help. The report is due Friday, March 18. The System has said that the \$2,000 from Heidelberg township cannot count as 2021 support since the check was not written / received in 2021. This means that the total municipal support for 2021 is \$14,289. The library still exceeds support of \$2.50 per capita; however, this is a \$2,000 loss of income in the 2020 budget. The money will be regained in 2022.

The library collection has been rearranged to allow the graphic novel collection room to grow. Different areas are a bit more organized in their relative locations.

Library aide positions were offered to two people. One potential hire never arrived to fill out the paperwork; the second accepted a job elsewhere. The library is therefore still looking for an aide. Kennon suggested possibly extending the position to high school or students who are looking for summer work to allow the library to operate the number of hours required by the System agreement.

Kennon made a motion to accept the librarian's report; the motion was seconded by Laura.

Leah did not make the American Rescue Plan for Berks application for the story walk grant because the money needs to benefit particular groups of patrons (as indicated by Census data) in the community. Kennon offered to evaluate the Census data for income. Jena noted that grant windows are small, and costs for items requested in a grant need to be researched prior to applying for grants. Wish lists for grants could be generated at the beginning of the year (and added to as ideas arise), and costs could be researched ahead of time so the information is ready when a grant opportunity is found. It was suggested that the handicap access initiative could be presented to the Robesonia Borough Council since the handicap access would also affect the borough office. Disproportionately Affected groups are highlighted on the American Rescue Plan, as well as Impacted groups. Therefore, the story walk does not seem to be a viable proposal for the grant money as it does not particularly target those who have been impacted or disproportionately affected by the pandemic. Kennon will examine the Census data for income levels. Leah will look

into the Keystone grant, which covers 50% of the cost of a project, such as the handicap access. The library would need to cover the other 50%. This grant will open again in the summer months.

Wendy suggested everyone review the 12-page Library Abuse Prevention Policy from the insurance company for discussion and approval at the April meeting. Longley is the broker; Selective provides the insurance. Selective requires an abuse policy for all entities they insure. Selective will allow changes to the policy prior to adoption. Leah suggested changing the volunteer policy to age 14 years and up rather than over 14 years. Jena suggests clarifying the private setting stipulation on page 2, bullet 3.

Jena questioned the income of \$25 for Paint Parties (Profit and Loss sheet) because there were no paint parties in 2022. There have been approximately \$900 in donations in 2022, which seems like a large amount for so early in the year. Leah said we have not received the checks from Heidelberg for last year and this year. Our Berks County funding appears to be over \$17,000; however, we budgeted \$9,000. The money may be from the Berks County Co-op, which is missing approximately the amount of money that the Berks County money is over. Jena suggests removing the Dollars over Budget from the Profit & Loss page in the future.

A motion to accept the financial reports with the question of the Berks County Co-op and the Berks County income resolved by Jeanine (bookkeeper) was made by Kennon; Carol seconded the motion.

Laura had not heard any news from the library director search. Kennon suggests advertising the aide job with the high schools and colleges. The advertisement is on Handshake.com, and is also posted at RACC. The library is currently open 39 hours per week; we need to be open 45 hours. The library's formal aide job description currently advertises for individuals 18 years and older, but the ad on the website does not note an age requirement. Work permits would be needed for an underage worker. Jena will send the email and contact information to Leah to send to the Conrad Weiser High School guidance counselors.

There was a discussion before officially beginning the meeting about returning to in-person meetings. The official vote taken during the meeting: In person = Wendy, Laura, Carol, and Jena; Zoom meeting = 0. (Kennon abstained.) Barring objections from the absent Board members, the April meeting will be in person.

Kennon and Jena questioned the masking policy at the library. Leah said each library is deciding on their own policy. Since there is no uniform masking policy in the state or county, Leah will decide the masking policy for the library.

The Wernersville Memorial Day parade commitment is needed by April 1. Laura and Jena said they would participate, but couldn't plan the theme. Jena will be involved in the parade planning itself, and will have limited availability. Jena will reply to the parade organizers to let them know we are not participating.

The spring fund-raising appeal will be mailed approximately March 30. Mindy will need to write the letter to send with the fund-raising appeal. The library aide will need to be apprised of the time frame, and she will need the supplies provided.

Laura showed pictures from the mini-golf fund-raiser at the Pottsville Library. The board agreed she should move forward with plans for a mini-golf fund-raiser at the end of the school year. She will check the availability of the golf supplies on May 20, 2022. If the golf company is available, Laura will check the date with the school. A corporate sponsor will also be needed. Many other things will also be needed, but these are the first steps.

Jena discussed the Do It Local restaurant fund-raiser. The library would advertise the event, and families would order the food. There is a half hour when people can pick up their orders, which are brought by the restaurant. Carol suggested advertising on Channel 69 for the restaurant fund-raisers (and book sales). Ten kits are the minimum goal, but there does not appear to be a penalty for selling fewer. Jena will send an email about a selection or she'll wait to get a consensus at the next meeting.

Secretary Laura Yazemboski asked for final comments or questions, then adjourned the meeting at 8:51 pm, with a motion by Jena and a second by Carol.

Upcoming Meeting: Thursday, April 14, 2022 (in person at the library, barring objections from the absent Board members)

(Respectfully submitted by Laura Yazemboski on 3/20/2022)