

**Berks County Public Libraries Board Meeting  
May 18, 2016**

The regular meeting of the Board of Directors of the Berks County Public Libraries was called to order at 7:00 p.m. on May 18, 2016 at System Headquarters.

**Board Members Present:**

Mary Edwards, vice-president/ treasurer; Judy Schwambach, secretary; Peter Schuchman, Andi Vernon, Dr. Eve Kimball.

**System Staff Present:**

Denise Sticha, Administrator, Kris Fedeli, Marti Belcastro

**Advisory Committee Members Present:**

Bernville	Kelli Burgos
Bethel-Tulpehocken:	Mike Najarian
Brandywine	Michelle Herman
Exeter	Warren Lubenow
Fleetwood	Lois Geist
Hamburg	Karen Fister
Kutztown	Dorene Behney, Mary Laub
Mifflin	Britta Hyneman
Muhlenberg,	Linda Roebuck
Reading	Paul Hoh
Schuylkill Valley	Cathy Hartman, James Dailey
Sinking Spring	Lisa Domeshek
Spring Township	John Emerick
Wernersville	Deb Frei
Womelsdorf	Tim Kreider

**Approval of Minutes:**

Minutes of March 16, Board Meeting were approved with corrections: Change names to Andi and Peter, (page 4). "Story Writer" should read "Story Rider."

**Correspondence:**

None

**Treasurer's Report:**

Most of our revenue has been received. The percent of budget spent is on target. "Services to Member Libraries" has spent 47%. "Materials processing" is tracking to be over budget and System staff is doing an analysis to see where money is being spent.

Questions were raised concerning the cost of processing books purchased through Amazon as opposed to Ingram.

In terms of the Automated Network (\$150,000) and Internet Connectivity, the County and Reading Public Library are still without a contract that defines services and expenses, and

organization responsibilities. Denise is hoping to have something to present to the Commissioners by July. Because part of the expenses are included on the District Agreement with Reading and dependent about e-rate discounting, the process of drafting the contract has a lot of “moving parts” that need to be resolved.

Question concerning whether "totals" are correct.

Motion to accept pending corrections. Schuchman; second, Vernon. Motion carried.

Brief explanation of "Coordination Aid" remaining balance followed. It was reported that in 2014 we requested from State to carry over funds to implement our migration to Polaris. That was never officially approved, so 2015 department funds were used instead. In 2015, we again requested approval to carryover funds for website redesign and while that request was approve, the project has not yet been started.

In terms of "Wages, Travel, Benefits" the County determines these numbers. Spending is sometimes less than projected resulting in an unexpended balance.

The County will release these funds to us but requires State approval. We need to remedy this situation before it happens again. Once approval is granted, we need to spend this money before the end of 2016.

Question was raised as to whether we are going to do web design before the end of the year. The pricing estimate is \$15,000 to \$75,000. RFP's will be going out soon and we believe we have enough money to cover the cost.

#### **Administrator's Report:**

The Bookasaurus vehicle is reaching "end of life" in January of 2017. We are looking for answers as to what to do. This pre-school literacy outreach program currently visits Headstart and Pre-school programs to encourage young readers throughout the County. It is vehicle dependent. (Refer to *Bookasaurus Outreach Program* handout)The County may not "pull the vehicle off the road," immediately, but if repair would be quite costly, they could decide to pull it off then. Estimates are between \$150,000 and \$190,000. One major concern is that our current vehicle is not ADA compliant.

Lengthy discussion followed concerning options for enter a financing arrangement. Children need access to a larger van so that they can come aboard for the full library experience. (Our current van is 20 feet in length and accommodates 20 youngsters.)

This issue has a high priority and the discussion is part of the County capital budget development process.

Friends of the Berks County Libraries need a new president. The current president is stepping down. A working committee of Friends will determine next steps for the organization. This is important because the Friends group brings revenue to libraries through the annual Book Bonanza book sale.

#### **Committee Reports:**

**Finance Committee:**

Edwards reported that the Finance Committee will be meeting on May 23. Committee member Jay Dailey has made a recommendation that the committee establishes a time line and then adheres to it.

**Advocacy Committee:**

Schwambach reported that 27 people attended the Advocacy workshop on April 27. Renee Dietrich and Andi Vernon assisted with training. Program was well received. The next committee meeting will be in August. Outside speaker is being sought for fall workshop.

**Ivy Report Steering Committee:**

Sticha stated that group is working toward reaching goals based on recommendations. A Training Survey (for staff and trustees) is being developed to determine training priorities. We are making progress on a workable calendar for this goal.

**Unfinished Business:**

Meeting needs to be scheduled to plan annual awards program for next year.

**New Business:**

Libraries may now apply for a Keystone Grant. (Refer to handout, *Keystone Recreation, Park and Conservation Fund Keystone Grant for Public Library Facilities*.) This grant is only for capital improvement projects. A 50% match is required to do the application. Reading Public Library has applied for this funding to repair air conditioning and plumbing at its Northeast Branch. Current equipment is outdated and irreparable. Motion to approve application- Schwambach; second, Kimball. Motion carried.

**District Center Update:**

State requires *Agreement for the Provision of District Library Services Within the Reading District, July 1, 2016- June 30, 2017*. (Refer to handout) Document will be discussed and forwarded next week. Condition of approval, it must be within 10% margin. Member libraries must comply. For provisions refer to Draft. Brief discussion of how e-books work and how the platform is paid for.

Hoh talked about the kickoff to the Summer Program at RPL.

**Mission Moments:**

None

**Announcements:**

There were no personnel changes for this month.

Meeting Adjourned 8:35 p.m.

***Next Meeting: August 17, 2016 7:00 p.m.***