

Berks County Public Libraries Board Meeting October 19, 2016

The regular meeting of the Board of Directors of the Berks County Public Libraries was called to order on October 19, 2016 at System Headquarters.

Board Members Present:

Mary Edwards, Vice President/ treasurer; Judy Schwambach, Secretary; Peter Schuchman ;
Andrea Kurzweg; Dr. Eve Kimball

System Staff Present:

Denise Sticha, Administrator

Advisory Committee Members Present:

Bernville, Kelli Burgos
Bethel-Tulpehocken, Mike Najarian
Boone Area, Cheryl Martinozzi
Boyertown, Russell Phillips
Brandywine, Marie Ballantyne
Exeter, Denise Darrah
Fleetwood, Dan Stafford
Kutztown, Steven Schnell
Mifflin, Rebecca Worley
Muhlenberg, Linda Roebuck
Reading, Paul Hoh
Schuylkill Valley, Kristen Gangewere
Sinking Spring, Lisa Domeshek
Spring Township, John Emerick
Wernersville, Deb Frei
Womelsdorf, Tim Kreider

Approval of Minutes:

Minutes of August 17, Board Meeting approved as read.

Correspondence:

None.

Treasurer's Report:

Monies for 2016 are being spent in an appropriate manner. Revenues and expenditures were reviewed. County Coordination Aid was discussed. Note: Any money not spent from County Coordination Aid Budget would need to go back to the State at the end of the year unless approval to retain is given.

Administrator's Report:

We have approximately \$22,500 available to do the website redesign project. RFP revisions have been done three times and Denise hopes to have a contract in place by the end of year. A Content Management System (CMS) will simplify each individual library's ability to edit and update content.

Sticha thanked the Berks County Library Friends for paying the registrations for member library staff to attend the Pennsylvania Library Association annual conference. The following member libraries sent representatives: Muhlenberg, Boone, Wyomissing, Boyertown, Schuylkill Valley, and Reading. One of the best sessions was presented by an Allentown attorney concerning employment law and the upcoming changes to the FLSA. Handouts from this session will be available on the PaLA conference website.

Summer Reading Wrap-up information was distributed as handout. Sticha discussed the *Summer Reading Component Survey* and ways in which it will be used to improve this program. She asked to convene a committee to determine the best way to spend program funds. In the past, spending has included billboards, yard signs and magnets. There is concern about spending advertising money wisely to get the most value.

Committee Reports:**Finance Committee:****Motion:**

The Board moved that the Funding Formula remain in place for 2017 and 2018. They will prepare a new formula for 2019 based on information **from** the Ivy Report recommendations, the Community Foundation Task Force Report and a survey being designed by Board members. This survey will include a good mix of open- and closed- end questions and will be distributed among all who are impacted by the funding formula.

Motion to Accept Committee Recommendation; Kimball, second, Schuchman: Approved.

Advocacy:

Two advocacy events have been scheduled. The first is a town hall meeting with elected officials in February. The second is a workshop on ways for libraries to deal with computers and social media. The next meeting of this committee is scheduled for December 1 at 6:30 p.m.

Unfinished Business:

Staff is working with the budget office to make sure county coordination aid (CCA) projections are aligned with actual YTD expenses to avoid having a surplus at the end of the year.

Member libraries voted to spend County Coordination aid on Hoopla, a streaming digital platform. Currently only RPL card holders can access the content. Once we receive CCA funds, all Berks County residents will have access. To make it more affordable, RPL will reduce the number of patron monthly downloads from 10 to 5. Also, we are budgeting both CCA and 2017 county department funds to upgrade all library workstations to MS 2016.

New Business:

Proposed Bylaws Revision/ Amendment: Article III- Meetings

Section 3.01 Regular meetings of the Board shall be held ~~at least 6 times each~~ **no less than four times each** year at such time and at such place as agreed upon by the members of the Board.

As per the bylaws amendment process, the vote will take place at the November meeting.

District Center Update:

Refer to handouts from RPL Board member Paul Hoh. Information included refers to the new children's programs, the teen library loft, and Senior Outreach.

Mission Moments:

Awards presentation - February 15, 2017 at the Exeter Library. Denise will be working on the new nomination forms with a December 1 completion date.

BB&T has donated a building to Boyertown Library to be used as new facility. (Libraries who can use office equipment should contact Boyertown staff.

Recommendation was made that libraries focus on specialty themes and avoid duplication of efforts and materials.

Recipients of Keystone Grants for capital improvements should know results by the beginning of next year. (Reading, Kutztown and Bethel-Tulpehocken)

Meeting Adjourned 8:45 p.m.

Next Meeting: November 16, 2016 7:00 p.m.