

## **Robesonia Community Public Library**

### **Board of Trustees Meeting Agenda**

**October 8, 2020**

#### **Call to Order:**

Meeting was called to order via Zoom due to the pandemic, by President Laura Yazemboski at 7:02pm. Present were Beth Baxter, Wendy Beard, Abby Brunner, Alyssa Bushkie, Mindy Cohen, Kennon Rice and Carol Werkheiser.

Absent: Donna Shifflet.

**Approval of Minutes:** Mindy Cohen made a motion to approve last month's minutes and it was seconded by Alyssa Bushkie. The Board cast a voice vote of approval.

#### **Treasurer's Report:**

In the absence of a Treasurer, director Abby Brunner reports that the 4<sup>th</sup> quarter funding from the state will be deposited late. Kevin Kurtz, previous Treasurer, is still a signer on an account for a CD and this will need to be changed at Vist Bank. Beth Baxter made a motion to approve the Treasurer's Report and Mindy Cohen seconded. The Board cast a voice vote of approval.

**Correspondence:** none.

#### **Librarian's Report:**

Abby Brunner, library director, reports continued increase in circulation in September to 1951 items compared to 1362 items in August. There has been a decline in curbside picks ups but the service will continue to be offered. There were 22 computer sessions in September up two from August, as well as 9 virtual children and teen programs in September. Books were delivered to Furnace Creek for first time since March.

Abby attended the Directors Forum on September 3 and 17, System/District meeting on September 11 and Strategic Planning webinar on September 22<sup>nd</sup>.

Youth Services Coordinator, Leah will continue craft bag and STEM kit offerings through the fall and has a new set of Teen Books to offer as well. She is working on volunteers to record read alouds on library's Facebook page.

Berks County Needs Assessment is now accepting CARES Grant Proposals. See Finance Committee Report.

Volunteer and Personnel policies were approved and Emergency Closure Plan binders were completed and distributed. Uniform Requirements and Responsibilities (URR), a yearly checklist required of Berks County Libraries to remain a part of BCPL System, are nearly completed before Abby's departure. Mindy Cohen and Laura Yazemboski are agreeable to fulfilling Board continuing education requirements. The 2021 Budget will need to be prepared, approved and sent to BCPL by 12/31/20.

The annual Plan for State Aid and Waiver process is being combined this year and are due October 12. These items were shared and read.

Leah, Youth Services Coordinator has learned to prepare and fax payroll to Cory Peiffer's office. In the absence of a Board Treasurer, Wendy Beard has volunteered to pick up payroll. Laura Yazemboski, Board President,

and Mindy Cohen, Vice President, will also speak with Leah about other tasks she may take over on an interim basis until a new director is hired.

**Committee Reports:**

**Finance:** With the help of Brenda Fulop bookkeeping, Beth Baxter has completed and shared CARES Grant proposal for review. Abby recommends sending it to Alison Troutman from BCPL System before submitting.

**Personnel:** The search for a parttime bookkeeper continues and Abby has prepared a job description. Mindy Cohen, chair of Director search committee reports on 2 recent interviews. One candidate didn't respond and another was unsuitable. There are no current prospects for the open Library Director position. The committee will renew the job posting on Indeed.com, it is still listed on the BCPL website, and Kennon Rice suggests putting it on Clarion University listing. The option of hiring someone without all of their certification credits was also discussed. A listing link on the library's Facebook page will be placed by Mindy as well.

**Public relations/programs:** none.

**Volunteer/Friends of the library:** Kennon Rice found e-book version of *The Good, the Great and The Unfriendly: A Librarian's Guide to Working with Friends Groups* and provided it via email to the Board.

**Borough Council Report:** no library representative yet. Mindy attended Robesonia Borough Council meeting this month and no additional donations were made. Laura attended the Heidelberg township meeting and they committed \$2500 to the library. She will attend North Heidelberg's meeting on October 28<sup>th</sup>.

**System Report:** November 18<sup>th</sup> is the next meeting.

**Old Business:** none

**New Business:**

**Concerns-** Donna Shifflet, Board member, has missed many meetings and will be removed from board emails.

Leah's pay with increased hours was voted upon. Mindy Cohen made a motion to approve an increase up to \$15 an hour for interim pay for her, Kennon Rice seconded and the Board cast a voice vote of approval.

Thank you to Abby Brunner, Library Director, for her service and dedication. We wish her well as she moves on from the library. She reminds us that Eileen, library employee, is available to help with gathering addresses for future mailing fundraisers.

Meeting adjourned at 8:44pm.

Respectfully submitted,

Beth Baxter

Secretary

**Future Meetings:**

November 12, 2020

December 12, 2020