

# The Village Library of Morgantown

*Helping our community live, learn, and grow*

Board Agenda November, 23, 2020

Call to order

The regular (virtual) meeting of the Village Library Board of Trustees was called to order at 6:03 PM on Monday, November 23, 2020 By Lisa Betz.

Present

Lisa Betz, Debbie Phillips, Maria Long, Lauren Nappi, Knicki Knickerbocker, and Shannon Welch

Acceptance of last meeting's minutes

The Minutes of October were approved.

Motion made by Shannon Welch and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.

Director's report

- Program wise- 71 people attended our Halloween program.
- Circulation is up.
- EBook check out is the highest its ever been.
- We need to approve holiday hours for 2021. The hours submitted are based on last years, the holidays will be the same as those of 2020.
  - Motion made by Lisa Betz and seconded by Shannon Welch. The motion passed with unanimous consent.
- We need to approve our regular hours. We are hoping to stay consistent until we move to "green" as a state. 50 percent capacity is currently enforced.
  - Motion made by Lauren Nappi and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.
- We also need to approve to continue having reduced hours into the new year.
  - Motion made by Shannon Welch and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.
- Boscov's will be sending us the money made during our fundraiser by the end of the year.
- Cares Act by Burks will be reimbursing us for the amount paid for PPE. The grant was for Covid care. This reimbursement will total \$234.00
- Workers are coming November 24 to replace the heater within the library. They will be there early in the morning before the library is opened.
- The lines in the parking lot will be replaced as well.
- Tree Lighting Ceremony will be co-organized with the Township. Pam, our Children's Librarian, will be reading a story at the ceremony. There will be a drive for donations and gift cards for the library. This will be on December 7<sup>th</sup>
- We received the proposed budget. The budget was sent out to board via email.

- All files have been converted, so we are able to move forward with the book keeper.

#### Treasurer's report

- A CD was closed, and added to the savings this month.
- Audit ended up costing more than intended.
- There is a proposed budget
  - Increase in proposed budget is coming from the state funding and donations.
  - Our donations were high this year, which increased the budget for 2021.
  - We received \$1,000 more from the country in funding
  - We are hopeful that we will be getting our full funding from the state as well.
- Program supplies and materials have been low this year, so this has saved the library money.
- Currently, we are not charging fines for late books. However, there are charges for damages and lost books.
- The board needs to approve the proposed budget for 2021.
  - Motion made by Knicki Knickerbocker and seconded by Shannon Welch. The motion passed with unanimous consent.

#### Old business

- Flower bed update (if any)
  - We can spray more in the spring to tackle any last weeds before planting
- Budget discussion
  - Discussed during the Treasurer's report
- November fund drive status
  - Thank you to everyone who stuffed envelopes
  - All envelopes are officially in the mail
  - PayPal is set up for donations. It is also listed on the website.
- Strategic Planning committee update
  - We can begin the discussion for this in early 2021

#### New Business

- David Cunningham has resigned due to conflicts in his schedule. We now have an opening on the board.
  - We can advertise the board opening spot after Christmas. Spread the word to anyone interested.
- In January we need to elect officers for next year.
- Review Policies: Collection Development, Public Services, and Emergency
  - Maria Long will look into this over the next week. She will email the board if any changes need to be made.
- Post next year's Board Meeting notice in Reading Eagle.
  - Fourth Monday at 6PM
  - Maria Long will submit this information to the Reading Eagle.
- Sign Conflict of Interest Forms for 2020/21
  - We need to have everyone updated for this year.

- Carol Quaintance book?
  - Carol wrote a book, and the library has been mentioned within the book. We would be happy to have a program with her. Maria Long will reach out to discuss this further.

#### Adjournment

Meeting was adjourned by Lisa Betz at 6:44pm. The next meeting will be at 6:00 PM in January 2021.

Minutes submitted by: Lauren Nappi

#### **Library Mission statement:**

The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success. Our goal is to help people live informed, productive lives, and empower them to contribute effectively to their communities.