

Robeson Community Library Board Meeting Minutes

November 11, 2021 (Zoom)

Board President Mindy Cohen called the meeting to order on Thursday, November 11, 2021 at 7:04 pm. Wendy Beard, Alyssa Bushkie, Kennon Rice, Leah Ruth, Jena Sweigart, Carol Werkheiser, and Laura Yazemboski were present.

Laura made a motion to accept the minutes from the October 14, 2021 Robeson Board meeting. Carol seconded the motion.

Leah Ruth, the acting library director, reviewed the librarian's report. She began with some statistics. The number of patrons increased, which is possibly attributed to the five Saturdays in October. Computer use is up from 24 in September to 35 in October. There were 12 programs. Leah did not attend the System meeting in October due to extenuating circumstances. Izzy Bashore helped run several of the programs during Leah's absence. Tess from Little People contacted Leah about story times at the preschool.

Leah and the staff are weeding the Easy section of the library. They are also reorganizing the supplies at the circulation desk and in the director's office.

Brenda (bookkeeper) has completed the 990 form for taxes, and Leah turned in waivers for our shortages of hours and staff. This is the last year libraries in Berks County may turn in waivers. The library submitted a state aid request for \$49,000 for staffing and collection development. Leah also met with a representative from the System to order materials for the library.

The cleaning, electricity, rent, and support for the library from the borough is approximately \$8,000 / year, according to information from Lisa Heilman from the borough. The borough took out a loan from the bank to build the township building, and they are donating space to the library. It may be possible to count this amount in the library's total contribution from the borough.

Library hours are going to change to 10:00 – 5:00 on Monday and Wednesday, 1:00 – 8:00 on Tuesday and Thursday, 10:00 – 2:00 on Friday, and 9:00 – 4:00 on Saturday. The new total hours open will now be 39, which is a step closer to the 45 hours required by the System.

Wendy reviewed the financial reports. She completed the 990 form and submitted it. Gift cards were given to the library staff.

Kennon made a motion to accept the librarian's report and the financial reports, and Carol seconded the motion.

The library has received applications from four to five bookkeeper applicants. Wendy is not available for interviews in November. Because she is the most knowledgeable about the necessary qualifications for the position, interviews will be deferred until December. Jena asked if we supply the software for the bookkeepers. This consideration is considered important for a small-scale bookkeeper because of the cost of the software.

Kennon and Mindy are tentatively scheduled to attend a Wednesday, 12/22/21 borough meeting at North Heidelberg from 7:00 to 8:00.

Laura and Carol both said a few things about themselves and their reasons for joining the board.

Kennon (tentative), Laura, Alyssa (tentative), and Wendy will meet to plan the 2022 budget for the library. Wendy will check Brenda's schedule, then the meeting date will be set.

The meeting was adjourned by Mindy at 7:44 pm, with the motion proposed by Laura and seconded by Jena.

(Respectfully submitted by Laura Yazemboski on 11/23/2021)