

# The Village Library of Morgantown

*Helping our community live, learn, and grow*

## Village Library Board of Trustees

### Meeting Minutes

October 26, 2020

#### Opening

The regular (virtual) meeting of the Village Library Board of Trustees was called to order at 6:03 PM on Monday, October 26, 2020 By Lisa Betz.

#### Present

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

#### Approval of Minutes

The Minutes of September were approved.

Motion made by Anna Carter and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.

#### Correspondence

- None

#### Director's report

- The Book Sale
  - o The Book was successful. After subtracting the tent rental and cost of bags, we made \$508.24.
  - o We received wonderful feedback from customers about the organization of the books and how well the sale has been run this year and in the past.
  - o Geoff Steigauf is working with the library to scan books and list them for sale through Amazon and other similar recourses.
- Maria Long submitted for \$10,000 grant. We are still waiting to hear as to what happens with this, but Maria Long is optimistic that we will be receiving some sort of funding.
- We are working on the transition of Documents through Long, Barrell & Co.
  - o We are on a temporary hold due to someone being out of the office sick. But we look forward to picking this back up and moving forward.

- Staff Development Day
  - o The library staff was able to spend some time having a staff development day at the Morgantown Coffee House.
  - o One of the topics discussed is creating a Student Advisory Board. It would be a great way to get people involved in the library, especially teens. They would be able to plan activities, and it is something that Maria Long has worked on in the past with other libraries.
- Our circulation is up, and our foot traffic has reached 5,000 this month. So we are finding that our book pick up has been a good resource for the town.
- The Boscov's fundraiser went very well. Maria Long was able to go, and ran into a few people supporting the library. We are waiting to hear from them as to what was raised.
- Maria Long attended the Town Hall Meeting this month.
  - o They approved our proposal for the \$5,000 to the library. We should be receiving a check from them soon.
  - o Maria Long spoke with Michelle Raymond and is hopeful that we can work with the Parks and Rec department to put together a Tree Lighting in December.
- All trustees need to work to make sure our training hours are in by the end of the year.

#### Treasurer's report

- Not much to report this month
- Thankfully, we have been spending very conservatively during the pandemic. There has not been many programs, or extra costs. We are saving money in that regard.
- Our biggest expense is payroll, and with hours cut this is saving us some money as well.
- We need to start working on a budget for 2021.
  - o Maria Long, Debbie Phillips, and Anna Carter are going to start reviewing previous years and working to layout a budget.

#### Old business

- Flower Bed Update – The beds need to be sprayed once more this fall to handle weeds. Hopefully this gets them under control, and we are set to plant in the spring.
  - o Knicki Knickerbocker has graciously offered to reach out to the Twin Valley Service Unit to recruit troops to help plant in the spring.
  - o We are hoping to ask local nurseries for donations of plants in the spring
- Book Sale Recap
  - o Summarized above
  - o The positive PR was wonderful

- It's nice to know that we are able to run a booksale outside, and that people were receptive to the idea. There is potential for more fundraising opportunities in the spring.
- November fund drive, finalize documents and plans
  - Lisa Betz will be rewording the letters from last year, and sending out with the brochures to local businesses soon. In the past, we have personalized names, but we are unsure if this is how we want to do it this year..
  - We are hoping to have these edited and printing this week.
  - All trustees in attendance volunteered to help stuff envelopes to mail out.
- Discuss who is willing to head/serve on Strategic Planning committee
  - Maria Long discussed with the staff on moving forward with this, and it is something they are interested in.
  - A board member would need to be in charge of this to move forward. Lisa Betz plans for it to take most of 2021 to facilitate and gather data to implement.
  - The committee will be getting feedback from staff and from patrons. Once they collect the data, it would be moving forward with this information to help better the library.
  - Lauren Nappi, Shannon Welch, and Lisa Betz volunteered to work together on this.

#### New Business

- Discuss and vote on Document Retention and Volunteer policies
  - Motion made to accept the policy (with a small change) by Debbie Phillips, and seconded by Knicki Knickerbocker. The motion was approved by unanimous consent.
- Document retention Policy
  - Anna Carter offered her advice, as this is something that she works on professionally.
  - Motion made to accept the policy (with small changes) by Anna Carter, and seconded by Lauren Nappi. The motion passed with unanimous consent.
- Discuss Ethics statement. Do we want to include a trustee requirement?
  - It was suggested last month to have all trustees sign this statement when joining the board, as it is included in the document provided during orientations.
  - Motion to be adopted by Anna Carter, seconded by Lisa Betz. The motion passed with unanimous consent.
- Discuss EEO additions to Personal policy
  - Document provided with addition paragraphs to the policy.
  - Motion to add three paragraphs to the Personal Policy made by Debbie Phillips, Seconded by Knicki Knickerbocker. The motion passed with unanimous consent.

- We need to begin discussion of next year's budget.
  - o This has been addressed earlier in the meeting.

#### Adjournment

Meeting was adjourned by Lisa Betz at 6:51pm . The next meeting will be at 6:00 PM on November 23, 2020

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.