

Womelsdorf Library Board Meeting- Feb.8th, 2001.

Present-

Kathy Polcrack, President
Louise Miller
Harriet Grimes
Suzanne Seyler
LaRue Hartman
Dian Beamesderfer

The meeting was called to order at 7:00pm.

Discussion occurred concerning the new position of clerk. The Salary will be \$8.00/hour. The employee must take the Basic Skills Course at the System. We must adjust the library hours.

At our request, Julie will send us information concerning evaluation of employees.

Salaries-

Carol has a Provisional License, meaning that she has a Bachelors' Degree in Library Science.

There was discussion concerning salaries.

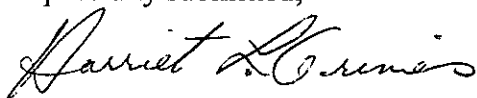
A motion was made by Dian Beamesderfer, that we offer Carol Hugar \$12.00 / hour, as librarian.

An interview of Kay Nixon was held for the clerk position

A motion was made to hire Kay Nixon as library clerk pending Reference and background checks, at the salary of \$8.00/hr.,
By Suzanne Seyler, seconded by Kathy Polcrack, passed.

The meeting was adjourned.

Respectfully submitted,



Secretary.

Womelsdorf Community Library Board Meeting, Feb. 13th, 2001

Present-

Kathy Polcrack, President.
Suzanne Seyler
Rozanne Meredith
LaRue Hartman
Louise Miller
Dian Beamesderfer
Harriet Grimes
Sondra Westbrook, Librarian
Alan Schaetzle, Borough Liaison

The meeting was called to order at 7:00pm.

January Board Meeting Minutes- A motion was made to accept the minutes by
Suzanne Seyler, seconded by Dian Beamesderfer, passed

Treasurer's Report was accepted subject to audit.

Correspondence- We received a donation from the Rotary Club in the amount of \$600,
our share of the profit from the Pancake Breakfast.
We have received the resignation of Sondra Westbrook, effective
2/18/01. A motion to accept, with great regret, the resignation of
Sondra Westbrook, was made by LaRue Hartman, seconded by
Suzanne Seyler, passed.

Librarian's Report

Circulation for January, 2001 was 1,636.
January, 2000 was 1003.

An article was submitted to the Borough Newsletter, however the hours will be incorrect due to our recent changes. Alan offered to inform the Borough of the changes. He thought that he could make the changes in time for the Newsletter. The revolving magazine rack is not secure. Sondra is worried that it might be a safety hazard. The upper and lower sections are not connected. Alan offered to have someone from the Borough take a look at it and see what could be done. The FAX machine is not working, it sends messages with a wide dark streak across the front of the message, making the message unreadable. We need to purchase a new machine, as repairing the machine would not be cost effective. A motion was made by Suzanne Seyler to purchase a new FAX machine seconded by Larue Hartman, passed.
Harriet Grimes offered to purchase the machine tomorrow.

System Meeting

A County-wide Marketing Plan was passed by the System Board. Nancy Davis will be responsible for the Plan

We did not spend enough money last year. Julie will be glad come to our meeting to explain the funding process.

Good dates for setting up a separate meeting would be, Feb. 20th, Feb. 27th or March 20th, at 700pm.

Alan Schaetzle-

The board received a letter from Borough Council accepting the salary increase for Sondra. Alan explained that it is difficult for the Borough to adjust salaries retroactively, because of all the deductions. It would be easier to give salary increases at the end of the year for all employees, effective the first of the new year, or to make the changes before the effective date, so that the adjustments are made without the need to make them retroactive.

The parking sign has been changed and installed.

The Borough maintenance says that the Librarian does not want them in there when it is open, this is making it difficult for them to get in to work on the ceiling. The Board was concerned about the Story Hour on Thursday mornings when the whole library is being used by the children. It was suggested that Friday might be a good time to work as we will be closed all day. It was agreeable to the Board that the maintenance crew work in the library when it is open, as long as the area is safe.

The Borough has hired John F. Lengel to maintain the heating system. He should be called if there is a problem. He also does air conditioning service.

Friends of the library-

Wanda Moore, from the Rotary Club has invited a member of the Board to attend a lunch at the Heidelberg Restaurant on Feb.20th, at Noon. A photo will be taken with the Pancake Breakfast Chairman for the newspaper.

Louise Miller will attend.

Philadelphia Flower Show Trip on March 6th- The bus is still not full.

Programs-Poor Richard's and other Almanacs- March 27th.

The Role of Pennsylvania in the Civil War- April 3rd

The Folk Life of Pennsylvania's Last Towpath- May 1st

Book Sale- Sat. Feb. 24th - 7:00am to 3:00pm.

- Set-up will be Friday afternoon, we need help.

April 21st.- Luncheon and reorganization.

Unfinished Business- Stacy Ressler-693 -8492, Teacher's Union is interested in working on a Preschool Program. Harriet Grimes will contact her to see if something can be worked out together.

New Business- Concerning Sondra's resignation- Carol Hugar will be hired as Librarian effective Feb. 19th. Sondra has been training Carol and she will be ready for the job.

Kay Nixon has been hired to cover other hours, effective 2/11/01, at \$8.00 an hour. Her reference was checked. Suzanne spoke to her boss who was very positive and gave an excellent report of her motivation, performance and people skills. She will have the background check done.

It has come to the attention of the Board that Womelsdorf has been paying the lowest salary, in Berks Co. for a Professionally Licensed Librarian, that is, someone with a Masters' Degree in Library Science, Such as Sondra. Julie at System was asked what an appropriate salary would be for Carol, who has a Provisional License, that is, a Bachelor's Degree in Library Science. There was discussion concerning salary. Dian Beamesderfer moved that Carol Hugar be hired as Librarian effective 2/19/01 at the rate of \$12.00 / hr. The motion was seconded by LaRue Hartman and passed. Carol's hours will be limited to 30 per week.

New Hours-

Sunday- 2-5pm

Monday- 9am – 1pm

Tuesday- 1 – 8 pm

Wednesday- 1 – 8 pm

Thursday- 9am – 8 pm

Friday- Closed

Saturday- 9am – 1 pm

Bonnie Sharrer will continue to work Sundays

Carol will work Mondays, Tuesdays, all open hours, and Wednesdays and Thursdays until 5 and alternating Saturdays.

Kay will work Wednesday and Thursday 5 to 8pm, and alternating Saturdays, to be worked out with the librarian.

There will be a problem every 4th Tuesday of the month. This is the time for the Librarian's Meeting at System. Carol will need to be relieved to go to the meeting. Kathy will approach Cathy Sauber to see if she could volunteer from 1 to 4 pm

C. D.s- We have two C.Ds due to roll over 3/4/01, one for \$5,486.88 And one for \$2,203.08. Suzanne will look into the rates. LaRue will Check Bernville Bank and Berks County Bank. Dian will check Fredericksburg Bank

Dian Beamesderfer mentioned that we have office equipment that is not being used that is being stored in the Board Room. It is in the way when the room is being used for Programs. Harriet will check to see if a

local church could use the magazine racks.
It was suggested that the monthly financial statements could be cumulative, to give the Board a better idea of where we stand With the Budget on a monthly basis. Suzanne will speak to the treasurer about setting that up.

A motion was made by LaRue Hartman to adjourn, seconded by Kathy Polcrack and passed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Harriet Corines".

Secretary.

Womelsdorf Community Library Board Meeting, February 27th, 2001.

Present-

Kathy Polcrack, President
Suzanne Seyler
Rozanne Meredith
LaRue Hartman
Louise Miller
Dian Beamesderfer
Harriet Grimes
Gerry Reed, Treasurer
Julie Rhinehart, Berks Co. Library System

Julie Rhinehart, from the System, was invited to our meeting to explain funding and financial issues, relating to libraries. She explained how the system assigns money, the various sources of funding and different ways libraries use and raise money.

Board members raised concerns about space for books and events in the library. Julie suggested that a collection can be increased to provide services for the public, that do not require buying books. There are computer programs, such as Master Plots which is a High School Level Program of Literary Criticisms. The choices of these sorts of materials can be made for the particular character of your service area. These items would take much less shelf room. If we wish to learn more about library space use, ^{Lucrecia Dickinson} Loron Dickson, at the Reading Library can help, or Curtis Moore, a Library Building Consultant in Lebanon can take a look and make some suggestions.

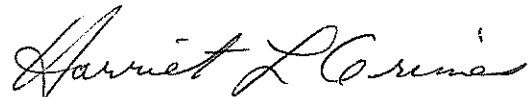
Business

A motion was made by LaRue Hartman to hire Cathy Sauber at \$8.00 an hour, subject to background check. The motion was seconded by Louise Miller and passed.

Cathy will be working Tuesday afternoons, so that Carol can go to the Library System Meeting and filling in when needed. She will take the library training.

Kathy will call Alan concerning Borough Council concerns.

Respectfully submitted,



Secretary