

Womelsdorf Community Library Board of Trustees Minutes

October 26, 2010

Womelsdorf Community Library

Present: Treasurer: N. Hoekstra, Assistant Tres: S. Feick, Secretary S. Milligan, Vice President: S. Hamilton, Capital. Campaign: H. Grimes, C. Edwards, and Library Director: M. Motchenbacher. Berks County residents: S. Voegle, M. Gorney

S. Hamilton called meeting to order at 7:01

September Minutes:

- passed by H. Grimes seconded by S. Milligan

Treasurer's Report:

- accepted by H. Grimes seconded S. Feick

Correspondence:

- S. Milligan reported correspondence was sent to S. Shea, M. Gorney and H. Grimes. Please see report

Friends Liaison:

- S. Feick attended. Initiated discussion of Friends sharing expense of renewing movie license with "Women of Today" group – no decision was made
- Friends membership attendance is down
- Bake sale scheduled for November 20 was canceled
- A future meeting date has not been set

System meeting report / next attendee:

- N. Hoekstra attended
- Budgets, accounting and funding distribution were discussed
- Libraries were asked to consider nominations for the various yearly awards. 2 new / changed categories were discussed
- Next meeting is November 17 2010. S Hamilton will attend

A discussion followed systems reports regarding M. Motchenbacher's recommendations for 2 of the awards.

- The Ryland Harp Ensemble Celtic Harp Concert will be nominated for fundraiser of the year and Conrad Weisner Alumni group will be nominated for "Outstanding Group or Organization"

Keystone Grant:

- H. Grimes reported there were 2 change orders in Sept which increased renovation cost estimates by \$11,000
- Basement floor needs to be leveled and 10' of pipe which is tilted needs to be fixed
- There is concern the stair tower foundation may need to be fixed
- A green house garden was found at an inaccessible spot on the roof and appears to have been there since the last roof repair

Capital Campaign report:

- C. Edwards reports Walmart has not yet honored Memorial Run pledge of \$1,000 but does intend to do so

Librarian's Report:

- Siani Pest Control was called into the library for a bed-bug problem
- 4 Career Links/Job Search LSTA programs have been held so far with the help of N. Hoekstra and K. Nixxon
- Phil Mellor, a volunteer from the Stonecroft Village community, is offering computer help to patrons and also trained on Career Links
- Please see complete Librarian's report

Librarian also reported:

- That a staff meeting was held and pictures taken
- A reporter from the "Reading Eagle" will visit on October 27 to interview in preparation for an article on the library renovations

Policies Review:

The following Library Policies were reviewed and accepted:

1. Structure and Governance:

- Board Meetings (Minutes January through September of 2010 counted)
- Reports (Monthly reports January through September of 2010 counted)
- Library Hours
- By-laws

Policies reviewed and accepted: (cont')

2. Policies:

- Service
- Personnel
- Collection Development
- Reference:
- Internet
- Whistleblower
- Documents Retention

3. System Participation and Trustee Education

- System Advisory Council: January through May counted

4. Planning and Evaluation

- Mission Statement
- Goals/ Objectives
- Evaluation

5. Public Relations

- Presentation to Organizations (4/6, 4/9, 4/20 and 6/8 of 2010)
- Posters, Flyers, etc (5/11, 6/15, 8/4 and 8/17 of 2010)
- Annual Report (3/2010)
- Marketing (1st, 2nd, and 3rd quarters of 2010)

New Business:

The board feels that the director and staff of the library are deserving of salary raises. There have been no raises for 3 years and employees receive no benefits. The following is proposed:

Increase:	To:
Motchenbacher, Melanie	\$16.00
Nixxon, Kay	\$10.10
Paul, Lee	\$10.72
Sauber, Cathleen	\$10.10
Showalter, Janette	\$ 8.24
Wallace, Sara	\$ 8.49

New Business: (cont')

A Budget for next year was discussed. Some changes will be made and N. Hoekstra will distribute a new spread sheet.

H. Grimes attended workshop "Branding and Marketing Your Library" and found it very interesting. She will copy and share material the she received

Next Meeting November 16, 2010

Motion by S. Milligan and 2nd by H. Grimes to adjourn at 8:59 PM