

Womelsdorf Community Library

Board of Trustees Minutes

January 28, 2015

**Present:** Lynda Gallo, *President*; Irene Milligan, *Member*; Neal Hoekstra, *Treasurer*; Sharon Feick, *Asst. Treasurer*; Tim Krieder, *Member*; Jan Aulenbach, *Member*; Bruce Edwards, *Boro representative*; Susan Stum, *Friends President*; Carolyn Edwards, *visitor*; Bob Morris, *visitor*; Harriet Grimes, *visitor*; Cathy Sauber, *Acting Secretary* Absent: Kay Nixon, *Acting Library Director*

Meeting was called to order at 3:00 pm.

The previous minutes were approved by a motion from Neal, seconded by Irene.

**Treasurer's Report:**

- Neal is having some trouble with Quick Books and entering a budget. He is looking for someone to help him understand the program. It was suggested that we contact System Office. Susan Stum volunteered to help with this. She has experience using Quick Books and will be glad to help Neal.
- Neal reported that we received about \$3,000 in donations in the month of December and spent about \$4,000 in collection purchases. Much of this spending should have been done in the months leading up to the end of the year.
- The Friends group sent us a receipt for their donations in 2014 including 7 computer chairs, Summer Reading prizes and cash donations totaling \$1,159.93. The letter is on file if anyone would like a copy.
- The Treasurer's report was approved subject to audit. Motion: Neal, seconded: Tim.

**Librarian's Report:** Lynda read the librarian's report. Thus far this month there were 12 programs, with attendance: 39 Adults, 1 Young Adult and 21 Children. No one attended Family Movie night and we will forego them for the near future. We were closed due to weather 3 days. The boiler was inspected and "signed off" by John Kosmoski of the Hartman Steam Boiler Inspection and Insurance Co. The certificate will be valid for 2 years. Mileage for staff members going to system functions be set at 30 miles round trip. Kay and Lynda both attended a training session at system for filling out the State Report.

**Friends' Report:**

- The Friends are considering offering a bus trip to either Cape May or a library conference in Washington D.C. More details to follow.
- The Friends requested that they work with the Board to determine each entity's duties. The Friends are unclear as to what exactly they can and can't do for the library. The Board agreed to work on policies with the Friends at a future date.
- The Board will take over conducting book sales and maintaining the "Book Nook" sale case in the library.
- The Friends have been asked to provide snacks for the Orphan Train program on March 9th. Many of the details for this program have not been confirmed yet and Lynda will contact the other libraries involved to see if and how much we need to provide.

**New Business:**

- Melissa Edwards Memorial Fun Run: Carolyn reported that everything is on track and running smoothly. There was some confusion over old forms and posters but Bruce has sent all new files to Kay. Bruce noted that Kay is not expected to participate as Melanie did in previous years. Kay is only

- responsible for making sure there are forms available at the circ desk for runner to pick up. Bruce could use some help with computer work (Tim?) and requested the board pay for an additional email 'blast' which would cost \$50. The current 'package' cost of \$550 includes one email blast but this would be an additional one closer to the Fun Run date. He also requested the Board think about new business sponsors to approach about funding. Harriet is getting the Boy scouts to help distribute flyers door-to-door.
- Deadline for the Borough newsletter is February 20<sup>th</sup>. Lynda will ask Kay to provide a paragraph about the library and Susan will ask the Friends to include something about their organization and hopefully increase their membership.
- Lynda has a copy of the minutes from the System Meeting if anyone wants to read them.
- The Board will work on an official Job Description for the Library Director. The original one has been lost. Kay will compile job descriptions for the Children's Librarian and the Library Aides. The Board will approve all three documents.
- The Board will also update the Policies for the library.
- Tim and Jan will work on Long Range Plans for the library including updating our Homeschooling resources. They will keep us updated on progress.
- Tim is updating our DVD collection. He will be adding new DVDs on a monthly basis. We are severely behind in new releases. Staff will display the newest DVDs in a prominent manner. The Board approved the sum of \$700 to be spent by Tim for DVDs. Motion: Irene, seconded: Sharon.
- The Staff has asked if the dress code could be amended so they can wear nice jeans. The board feels this is a slippery slope and would prefer to promote a more professional appearance. T-shirts required for programs such as Summer Reading are allowed, but no jeans or flip flops will be allowed.
- Tim brought estimates to replace the carpet downstairs but the Board has decided not to replace it. Bruce will ask if the Borough would be willing to paint the floor for us. The total cost of the sewer backup problem was \$1,600. We did receive \$770 in grant monies from Berks Co. Lynda will send a thank you note to the Borough for their help during the emergency. The Board thanks Lynda for her dedication and leadership during the cleanup.
- Tim informed the Board of a new law starting January 2015 that libraries are included as Mandatory Reporters of Child Abuse. The Board will check if the staff must take a class or be specially trained to recognize and report suspected child abuse.
- Bruce informed us that representative Barry Jozwiak would like to open a satellite office in town one day a week. The Borough suggested using space at the library. The Board is very happy to accommodate him. Bruce said that nothing is confirmed that the Borough and Mr. Jozwiak are still negotiating.

#### Old Business:

- Regarding the question of allowing patrons to use their ID instead of their library card, Cathy informed the board that it is Berks County Library Policy that a library card must be used to obtain all services.

The General Board meeting adjourned at 4:10 pm., followed immediately by an Executive board meeting.

Executive Session was adjourned at 4:35 pm.

Respectfully Submitted, Cathy Sauber, acting Secretary.