

Womelsdorf Community Library  
Board of Trustees  
August 22<sup>nd</sup>, 2017  
Meeting Minutes

Present: Tim Kreider (President), Irene Sileski (Treasurer), Paula Swanson (Corresponding Secretary), Diane Schwab-Sullivan (Trustee), Jim Gibson (Trustee), Nina Meister (Library Director), George Pyle (Guest)

Meeting Called To Order At 6:30 PM

- Welcome to Guests and Friends, including Open Forum
  - George Pyle, representing Conrad Weiser Rotary Club, explained details regarding Rotary fundraiser for Wernersville, Robesonia and Womelsdorf Libraries. Fundraiser will be held at Johnny & Hon's Smokehouse on September 24<sup>th</sup>, 4-7 PM.
  - 50 tickets have been given to each library, to be sold at \$25 each. Tim will take 10 tickets, Irene will buy 2 tickets to raffle off, Paula will buy 4 to be distributed to interested staff. Tim urged board to sell remainder as WCL will benefit from tickets sold.
  - Gift basket items are needed. Please turn these in by September 21<sup>st</sup>. Baskets will have value between \$25-30. George will assemble baskets as necessary.
  - Nina will assemble a Disney themed basket.
  - Activities at the fundraiser will include a buffet dinner, Chinese auction, 50/50 and cheer basket. Cheer basket tickets will be sold separately, and will contain an assortment of wines.
  - Irene recommended that board members, staff, and volunteers have name tags with their designation on them at library events.
- Good News/Brag Moments"
  - Nina reported on the 'spontaneous' successful eclipse event which featured 64 attendees using one (1) pair of glasses to view the eclipse during the three hour astrological event. She had ordered 50 glasses and 49 were given out, with one pair reserved at the desk to be shared on Eclipse Day!
- No minutes to be approved, no correspondence reported.
- Review of Financials
  - Irene reported checking account balance (July) \$45,397.21
  - Full report on Financials to be given next meeting.
  - Request from Irene: When writing checks, please note on check comment line what the check is for as well as noting this info on the check ledger.
- Director's Report
  - Nina presented the Summer Mailer (fundraiser) which will be mailed ASAP. Delay for this mailing was due to the date change for the September Bazaar. This mailing will go only to current donors.
  - Review of Statistics was presented
  - September 9<sup>th</sup> 10AM-3PM. Library Bazaar. Need for volunteers, especially during set-up and take-down, emphasized.

- September 30<sup>th</sup> 10AM-4PM. Denise Wilz Redware Class. Nina's mom will sponsor two interested people.
- October 31<sup>st</sup> Light The Night. Nina will go in costume and do library card sign-ups and give out candy.
- Policy changes directed toward clear definition of appropriate client behavior for those utilizing WCL. Staff have been increasingly confronted with a range of inappropriate behaviors (children and adult) and need clear, definitive policies that encourage responsibility from patrons and also inspire an appreciation for WCL. Irene will contact Mickey at Womelsdorf Borough for their policies re: behavior in a public facility, Nina will explore other system libraries' policies.
- Diane stated that client behavior problems and policy were discussed at systems meeting. All present agreed that posting of Client Behavior Expectations should be obvious and at library entrance.
- Revamp of magazine collection and display: Nina presented a proposal to upgrade our magazine section's look and functionality, and include comic book subscriptions. She has canceled magazines that are not currently popular and will sign up for Marvel Comic and DC Comic subscriptions to appeal to those particularly fond of graphic novels, which are some of our most popular items.
  - Board approved \$500 from General Fund to spend on this. (Paula motioned, Diane seconded)
- Updates- BCPL Meeting
  - Diane attended and reported on highlights:
    - There is a new Community Relations Coordinator at System HQ.
    - System website reformatting is in process.
      - There will be full updates on the look and functionality of all system websites that have opted in, including a feature that will include links to our library website in the Locations section.
      - Additional help with E-Resource downloading will be made available.
      - Update Launch: Mid-October 2017
    - Funding:
      - Money received for County Coordination Aid from the State must now be spent in such a way as to benefit all libraries and all patrons within the system.
    - Turning Outward Program- More info coming soon.
    - System policy development proposals in progress:
      - Policy directed toward unruly patrons, both juveniles and adults.
      - Policy regarding group photos and photos at library events
  - Next meeting will be held November 15<sup>th</sup> at Systems HQ
- Memorial Bench update:
  - Tim will ask Carolyn and Bruce to make arrangements
- Amazon Credit Card
  - Board approved Nina to apply (Paula made motion, Diane seconded)
- Expansion of Library Hours
  - After discussion and review of Nina's proposal for new, more uniform hours, board gave approval for the following:

- Monday-Thursday: 11 AM-8PM
    - Friday: 4-8PM
    - Saturday: 9AM-4PM
    - Summer Modified Saturdays: 11AM-4PM
  - Effective Date: November 15<sup>th</sup>, 2017
  - Notification of Summer Hours recommended by Nina: April 2018
  - Approved by the board (Irene motioned, Diane seconded)
  - Board agreed approximate rise in cost for expanded hours: \$3,000 per annum.
  - Open Forum/Other Discussions
    - Tim inquired about the active use of Hoopla service at WCL, Nina said this is minimal.
    - Paula gave a brief update on our Business Partner program- good level of satisfaction from participants and likely continuance in program. Suggested participants should be honored at Library Holiday Gathering.
    - Nina proposed December 31<sup>st</sup> event: Light The Library. Details to follow.
- Meeting was adjourned at 8:10 PM, followed by a brief Executive Session.

Next WCL Board Meeting will be held on September 26<sup>th</sup>, 2017