

Womelsdorf Community Library Board of Trustees
Meeting Minutes
February 27th, 2018

Present

Nina Meister (Library Director), Tim Kreider (Board President), Irene Sileski (Board Treasurer), James Gibson (Trustee), Diane Schwab-Sullivan (Correspondence Secretary), Sarah Sechrist (Trustee), Carolyn Edwards (Guest).

Meeting was called to order by President Tim Kreider at 6:38 PM.

Welcome issued to guest Carolyn Edwards

January Minutes approved.

Correspondence

Diane reported no new correspondence this past month. Banner and check were picked up from our business sponsor for March, Kountry Kraft & Kitchen.

Melissa Edwards Memorial 5K Run

Update on Memorial 5K Run discussed. Date of Run this year is April 28th, 2018. Womelsdorf Fire Company has been made aware of the run date. Sign up list volunteers for registration, food and set-up was passed around. Sarah suggested getting kids from Bethany to help with set-up and stated she would look into this. Friends of Womelsdorf Community Library will pay for Pretzel City this year. Tim volunteered to help hang signs on route for runners. Carolyn Edwards is sending thank you letters to past sponsors and inviting them to set up booths to promote their businesses.

Book Sale Dates

Tentative Dates: May 19th, July 14th, and September 8th.

Financials

Salaries seem to have inflated from last year due to extra hours added. Cleaning budget has increased due to new service. Financials for January were approved.

Director's Report

- I) A 10% decrease in circulation was noted, possibly due to school closures and the weather.
- II) Attendance for children's programming has increased.

- III) Library closings will remain at the Director's discretion, and will not rely on Conrad Weiser School District closings.
- IV) Resume Wednesdays are doing well. Nina will count walk-in clientele as well as appointments for resume help as program attendees.
- V) Nina did mention that the Square card reading system has been functioning well for credit and debit card operations.
- VI) Sculpey Club had a great turn-out in February and was expected to continue doing well. Next meet date is 4:30 PM, March 9th. Program is for ages 10 and up.
- VII) Nina proposed we honor National Pet Month by hosting adoption drives, possibly using the parking lot.
- VIII) Patron behavior was discussed. Recently, another incident with a patron occurred. It was noted this individual has already been banned at several other libraries. Staff was advised on how to respond to persons displaying inappropriate behavior. They were advised to call 911 discreetly in the event that the patron's behavior escalated. We will speak with the borough solicitor about the legalities of dealing with patrons that are registered sex offenders.
- IX) Tim suggested that we add restrictions banning intoxicated patrons and use of illegal substances to our Patron Policy. Irene will draft a form letter for those who would be banned and, pending review, the letter will need to be filled out and approved by all board members before sending. Three board members will be asked to review incidents that occur.
- X) Animal policy discussed, service animals allowed in the library.
- XI) It was suggested that a poster be hung on the door in library regarding our policies.
- XII) Irene suggests we review our bylaws on a more regular basis.
- XIII) Narcan was discussed by members regarding possible use by staff in case of emergency. Systems has not required this yet. The board is still debating this topic.
- XIV) Our AED has not been procured yet. The Good Samaritan law would protect staff or anyone using the AED in the event of an emergency from being subject to a law suit.

Fundraising

Pancake Breakfast will likely happen on May 19th, the same day as the library book sale, which will allow us to advertise the two together and not conflict with the church's candy sale.

Rotary Fundraiser will not be held this year.

Fecera's Furniture expressed interest in holding a fundraiser for the library.

Friends of the Library would like to do the Wreath Decorating Contest again this year, but would like to create a better display for the wreathes this year.

Boyers Card: Members were reminded to use their Boyers card when they shop, as their purchases give money back to the library when they do. They were also reminded that we have an Amazon Smile account, which allows patrons to purchase items through Amazon and give a small percentage back to the Womelsdorf Community Library.

Fire & Ice Festival was brought up by Tim, as a possible fundraiser for next summer. Planning needs to begin a year in advance. The formation of a committee would be beneficial.

Other Business

Carpet Cleaning: Our cleaning staff will clean the carpets for an additional fee, if the cleaner and the solution is provided.

Meeting Adjourned at 8:00 PM