

Board of Trustees Meeting

October 22nd, 2019

In Attendance: Tim Kreider (President), Trista Oxenreider (Board Member), Sarah Sechrist (Secretary), Danell Schoemaker (Board Member) Diane Schwab-Sullivan (Board Member) James Gibson (Board Member), Nina Meister (Library Director)

- I. Call to order by Tim Kreider at 6:39pm**
- II. Welcome to guests and friends**
- III. Good News/Brag Moments**
 - a. We had a good turnout for the Pancake Breakfast and had great suggestions for next year – keep the date the same for next year to coincide with the Womelsdorf Community Library – Nina made notation of this for next year
- IV. September Minutes**
 - a. Irene motioned to approve, Dianne 2nd - Approved
- V. Correspondence**
 - a. We had a donation of \$200 from the Robesonia Car Club in remembrance of patron Anita Simon
 - b. Prepare a thank you for the sponsor that provided the funds for the carpet cleaning and repairs to be done
- VI. Open Forum for Guests and Friends**
- VII. Director's Report**
 - a. Only small decrease in circulation from this time last year.
 - b. Increases across the board in programming participation
 - c. Computer usage decreased – Nina has reached out to Jeff to troubleshoot why this might be occurring
 - d. Autumn Bake Sale – please consider advertising and advocating this for the library
 - e. Friends meetings have had a decline in attendance
 - f. Carpet Repair – Martin's flooring is willing to schedule for November 15th for the repair and November 13th-15th to do the cleaning. They are requesting \$1500 in down payment. Library does not have to be closed on these dates
 - g. Bags & Baubles – still collecting items for the sale. The sale will be on Nov. 14th, 15th, and 16th during normal business hours.
 - h. Staff Policy changes
 - i. Staff meetings to be considered required with the exception of missing 2/year with reasonable
 - ii. Nina and Irene will work on preparing this policy as well as adding this to job descriptions
 - i. Nina will be reiterating to the Circulation staff the importance of reporting all incidents involving escalated/unruly patrons
 - j. Nina will be making changes to her personal work schedule

- k. Received a check for \$1000 from friends of Berks County Library and Nina will be hosting a holiday event with those funds
- l. To be added to agenda for next month – Staff/Volunteer holiday party, Staff Development Day at Reading to be attended by staff and directors – it will be posted far in advance for a closing date of the library so all staff can attend

VIII. Financials

- a. Banner Program list to be reviewed – Diane providing list of participants to double check if we have been keeping track of these funds appropriately
- b. Anyone who would like to be a co-signer on checks needs to see Ruth Strunk at Fulton Bank to be added. This would be extremely helpful to have more people involved with this!
- c. Nina and Irene figured out the Non-for-profit utility status

IX. Employee Compensation

- a. Discussed earned compensation for all employees
- b. Discussed annual wage increases based on performance evaluations and years of service

X. Patron Survey

- a. Storage in the board room is one of the priorities voiced by staff – Nina will be looking into prices, styles, and options for storage
- b. Painting – will the Borough take responsibility for the cost of this? Nina will be asking about this. Potentially get reasonable priced paint from True Value. Can we look at local artists to paint murals on either the walls or all of our windows – Danell will be looking into this
- c. Large Print and Audiobooks collection is top need – this would be a budget between \$300-\$500 for each collection, look at adding more to the budget for this for next year (%10 increase)
 - i. Motion to increase budget for Collection to \$11,000 for 2020 – Irene 1st, Danell 2nd – APPROVED

XI. Fall Fundraising Mail Campaign

- a. Minor change for verbiage
- b. Will be sent the week before Thanksgiving provided by Little Mountain Printing

XII. 40th Anniversary of Library for 2020

- a. To take place in month of May
- b. Host several small events, activities, “40th” theme giveaways or challenges
- c. Brainstorm ideas for next month!

XIII. Fire & Ice Festival & 5K

- a. Tim is reserving the date with Pretzel City for the 5K

XIV. Other Items

- a. Need of volunteers during book sale – advertise this far ahead of time to get volunteers
- b. Irene is making connection with Stonecroft for library outreach for volunteers
- c. Bob Morris funds has been worked out
- d. Fire Company Anniversary

- i. we may want to look at supporting this because of their participation in the Fire & Ice festival
 - ii. we will keep this on the table in case a date comes up for this event
- e. Book Drop Box
 - i. Researching most efficient and cost effective option for this

XV. Meeting adjourned at 8:08 PM