

Board of Trustees Meeting Minutes *September 2021*

9 In attendance

In Attendance: Trista Oxenreider (President), Tim Kreider (Treasury), Dianne Schwab-Sullivan (Board Member), Danell Schoemaker (Board Member), Sarah Bair (Children's Librarian)

- I. Call to Order by Trista Oxenreider at 6:30
- II. Welcome to Guest and Friends
No guests and friends at this point
- III. 7/15/21 Exec. Meeting to discuss job posting and opening for director

Executive Session and strategic planning session – add to minutes
7/15/21 Executive meeting to discuss job posting and opening for director position
9/17/21 Strategic planning session (6/7 board members were present and 1 member of friends)

- IV. Approval of June meeting minutes
Tim Kreider motioned, Diane Sullivan 2nd, all in favor and no opposed

- V. Goods news/brag moments
Sarah and Luona Bair are back
Summer reading had higher turnout than last year
Kona Ice Truck was a success

- VI. Correspondence
8 thank you's sent

- VII. Open forum for guests and Friends
None present

- VIII Director's Report – Sarah Bair

- a. Question regarding COVID; systems allowed 7 day grace period for returns done automatically in Polaris system; do we still want it at 7 days? Each library can choose, but all staff must do the staff. Systems automatically renews two times for all books and DVDs not on all. We have decided on 3 days since there is a 3 day in place for weekend now. Sarah will update to 3 days and let Systems know. Trista will send email to staff about the change.
- b. Turn on ILL (inter library loan)
- c. 10/1/21 5-7 p.m. Author Sally Royer Derr

- d. 10/29/21 – Todd Keisling; horror and weird fiction
- e. 12/3/21 – 6-7 p.m. Allen Heisler (pen name L.D. Zane) – Anthology
- f. Clearances – draft of procedures for volunteers will be presented at next meeting
- g. Sarah went to Directors meeting in August and will go to meeting in person in October. Budgets for 20-21 and 20-25 using census data for 2020, but doing it in 2025. Systems will be providing services to homebound who can't come out. Systems will try to provide staff development is trying to plan for staff development for April 2022. This would take care of professional development credits.

Sarah provided programming calendar; Sasha is coming for reading to dog, Teen-tober month, Fall Fest at LJs and pumpkin contest. Will order popcorn machine.

- IX. Review and approve financials for June, July and August/Audit – Time
 - a. Trista Oxenreider moved to approve and Tim Kreider 2nd; all in favor and no opposed
 - b. Audit went well
- X. Approve Long Range Plan, Mission and Vision Statements

Group met 9/17/21 to update

Danell motioned to approve and Sarah 2nd; all in favor and no oppose.
- XI. Staff Masking Policy
 - a. At this time, masks will be optional
- XII. Personnel Policy Updates
 - a. Will be revisited at later date
- XIII. Staff Meeting update/Clearances
 - a. Sarah S. has been working with clearances for the staff and conducting meetings
 - b. Next Thursday Sarah S. is having staff meeting; 10/7/21
- XIV. American Rescue Plan Funding – Borough Updates
 - a. Trista went to Borough to request use of some of the funding for book drop; very optimistic about assistance as well as funds for updating computers throughout library. Everything can be ordered through Systems. Trista is waiting on quote from Systems and then draft letter to Borough to include library with funding. The priority should be book drop.
- XV. Membership Agreement with Berks County Library System Update
 - a. Agreement was signed, sent and returned back to Library

XVI. Future Fundraisers

Moe's Taco Kits 10/8/21

Book Sale – 10/9/21 10:00 a.m. – 3:00 p.m.

Family Night Bingo – 11/5/21; may be able to use Bridge of Hope and church across from library volunteered space

XVII. New Items/Future agenda items

- a. Fall mailer will be presented as draft at next meeting
- b. Personnel draft presented next meeting

XVIII. Adjourn the meeting

Tim Kreider Motioned to adjourn meeting and Diane Sullivan 2nd at 7:33 p.m.

Executive session followed to discuss employment of future Library Director.