

Womelsdorf Library Board of Trustees Meeting

Tuesday, February 22, 2022, 6:30pm-7:30pm

In Attendance: Sarah Sechrist (Board President), Danell Schoemaker, Trista Hershey, John Fraunfelder, Debbie Worrell, Carolyn Bauerle, Diane Schwab-Sullivan, Sarah Bair (Library Director), Lynn Kreider (Friends Liason)

I. Call to Order @ 6:30 PM

II. Welcome Guests and Friends

- a. None present – Lynn Kreider is looking to trying to resurrect Friends of the Library

III. Approval of November and January Minutes

November Minutes: Trista Hershey motioned to approve and Carolyn Bauerle 2nd

January Minutes: Debbie Worrell motioned to approve and Carolyn Bauerle 2nd

IV. Good News/Brag Moments

- a. Carolyn Bauerle received a grant from Ross' for \$50 card to use for children's area

V. Correspondence

- a. 1 or 2 "thank you's" written per Diane Schwab-Sullivan
- b. Banner Program – Commitments through September

VI. Open Forum for Guests and Friends

- a. Lynn Kreider questioned having minutes for Friends organization

VII. Director's Report

- a. YTD numbers for circulation were reviewed
- b. Sarah reviewed goals of increasing young adult and adult programming
- c. Upcoming events were reviewed – many appealing to young adult and adult population
- d. Moe's fundraiser 3/11
- e. Book club – 3/25
- f. Library Updates – Children's Program Coordinator; would like to recommend Meghan Grove; applicant is unable to begin until summer, 2022. Sarah will double check her willingness to start earlier with limited hours using electronics for planning and communication.
Danell Schoemaker motioned to approve the hiring pending any system feedback and Diane Schwab-Sullivan 2nd.
- g. Jubilee took boxes of books and still holding off from public contribution.
- h. Staff meeting 3/10 and new volunteers have started
- i. Cleaning service issues; employees not showing up. Sarah will look for alternative options.
- j. Meeting Room Policy – this will be reviewed by board and insurance company for approval at next meeting
- k. Provided summary of Systems Updates from meeting that occurred today
 - i. Staff training for Libby and Sarah will receive training for ordering materials
 - ii. Children's computer will be turned back on and numbers will be transmitted
 - iii. Summer Quest – Sarah Bair requested \$500 additional for summer programming that include adult programs. Most programs allocate \$2,000 for summer. Trista Hershey motioned to approve and Danell Schoemaker 2nd.
 - iv. Working on annual report; Sarah Bair just received training; due 3/18/22.
 - v. BCPS Systems Meeting from 2/16/2022; information shared regarding allocations using 2010 census to create formulas

VIII. Library Meeting Room Policy

- a. Updates: Condition of Use/#8 Certificate of Insurance wording – questioning the use for a one-time use. Looking to see if agent can provide wording that pertains individuals vs. organizations. Waiting to approve until next meeting.

IX. Review and Approval of Financials for December/Year End Financials

- a. Banner amount different due to advanced payment
- b. Raffle numbers offset fundraiser numbers
- c. Utilities need to be looked at for next meeting
- d. Motion to Approve – Carolyn Bauerle motioned to approve and, Debbie Worrell 2nd – Approved

X. American Rescue Plan Funding

- a. Sarah B, Sarah S. and Trista Hershey attended Borough where approval was done for purchasing of computers and book orders. Eight patron, two circulation and one for director and children’s coordinator. A blue drop book box was ordered.
- b. Conversation to have a “reveal” for purchases.

XI. 2022 Fire and Ice Update

- a. Discussion for role of director
- b. Cindy Hopple discussed with Trista Hershey that they are open to having us join
- c. Discussion of limited attendance
- d. Motion to approve 7/23 by Sarah Sechrist and Diane Schwab-Sullivan 2nd.

XII. Future Fundraisers

- a. Spring Basket Raffles
 - i. In need of actual baskets for items; items received
- b. Advertising in window in library window

XIII. New Items/Future Agenda Items

- a. Annual Policy Review discussion in March; Systems wants a review each year, but no need to change each year

XV. Meeting Adjourned @ 7:48 PM (Carol Bauerle motioned and Danell Schoemaker 2nd)