

Womelsdorf Library Board of Trustees Meeting

Tuesday, March 22, 2022 6:30pm

In Attendance: Sarah Sechrist (Board President), Danell Schoemaker, Trista Hershey, John Fraunfelter, Debbie Worrell, Sarah Bair (Library Director)

- I. **Call to Order @ 6:29 PM**
- II. **Welcome Guests and Friends**
 - a. None present –
- III. **Approval of February Minutes**

John Fraunfelter motioned to approve and Debbie Worrell 2nd
- IV. **Good News/Brag Moments**
 - a. Director reports things are going smooth at library
- V. **Correspondence**
 - a. Nothing to report per Diane Schwab
 - b. Some fall mailers still dwindling in
- VI. **Open Forum for Guests and Friends**
 - a. None present
- VII. **Director's Report**
 - a. YTD numbers for circulation reviewed – tried new Adult programming, but timing didn't work – new way of counting changes look in numbers
 - b. Sarah reviewed goals of increasing young adult and adult programming
 - c. Upcoming events:
 - i. Writer's workshop – 4/11
 - ii. Teen Tabletop Game Night 4/13
 - iii. Easter Hours; Library closed 4/15 and 4/16
 - iv. Wagon Works Traveling Trunk Program 4/20
 - v. Staff Development, Library closed 4/29
 - d. Library Updates Children's Program Coordinator; previous applicant turned down position, but will be interviewing different applicant this week.
 - e. Staff meeting 4/14
 - f. Cleaning service issues; currently getting quotes and interviewing from alternate agencies
 - g. Mother's Day Tea 5/7
 - h. Book Sale 5/14 which coincide with community yard sale
 - i. All new computers have been updated and installed
 - j. Book drop box ordered and should arrive early April
 - k. COVID tests will be arriving through PADOH (free)
 - l. Parking spot; possibility for a temporary parking spot in front by library; possibly bringing up to the Borough. Sarah will contact Connie in the Borough.
 - m. Provided summary of Systems Updates from meeting that occurred today
 - i. Annual State Report is finished and submitted
 - ii. Staff development – 4/29
 - iii. Board member PD – "Board Governance 101" 3/24
 - iv. Library of Things

VIII. Update of Drop-Box and Computers

- a. Drop box ordered; should be here by early April and new computers have been installed

IX. Annual Policy Review

- a. Meeting Room Policy-Sarah B. made updates based on insurance recommendations; Trista Hershey made motion to approve and Danell Schoemaker 2nd.
- b. Patron Services Policy-was amended in 2019; in the process of organizing
- c. Library Internet Policy- in the process of organizing
- d. Bid Procurement Policy – in the process of organizing

X. Board Member Continuing Ed

- a. 3/24 4-6; watching for next opportunity as this session is closed

XI. Review and approval of February Financials

- a. Utilities a little high
- b. Donation are over
- c. Raffles are evening out; more raffles to come
- d. Office cleaning under due to being credited
- e. Office supplies will even out
- f. Motion to approve by John Fraunhesier and Sarah Sechrist 2nd.

XII. Future Fundraisers

- a. Fire and Ice (7/23/22 from 5-7) – looking good with ice-creams (3), chilli (3/4), raffles ahead of game
 - i. \$50 entry level sponsor fee
- b. Raffle baskets – going well and winners being picked 3/26

XII. Meeting Adjourned @ 7:48 PM motioned by Danell Schoemaker and Trista Herhsey2nd)