

## Womelsdorf Library Board of Trustees Meeting

Tuesday, April 26, 2022 6:30pm

*In Attendance: Sarah Sechrist (Board President), Danell Schoemaker, Trista Hershey, Connie Keller, Caroly Bauerle, John Fraunfelter, Sarah Bair (Library Director)*

- I. **Call to Order @ 6:34 PM**
- II. **Welcome Guests and Friends**
  - a. None present –
- III. **Approval of March Minutes**

Trista Hershey moved to approve and John Fraunfelter 2nd
- IV. **Good News/Brag Moments**
  - a. Director reported we are now a Silver Star Library (based on five literacies and event)
  - b. Received letter from County that we are meeting requirements
  - c. John Fraunfelter giving three sets of pillows
- V. **Correspondence**
  - a. Six “thank yous” sent and one banner month left
- VI. **Open Forum for Guests and Friends**
  - a. None present
- VII. **Director’s Report**
  - a. Increase in circulation with push for adult and young adult
  - b. Upcoming Events;
    - i. 5/4 – Book drop ceremony
    - ii. 5/7 – Free Comic Book Day and Mother’s Day Tea
    - iii. 5/10 – Community services presentation
    - iv. 5/11 – Medicare 101 seminar
    - v. 5/14 – book sale
    - vi. 5/27 – Longwood Gardens Community Read Book
  - c. Library Updates Children’s Program Coordinator
    1. Sarah Bair/Library Director recommend approval of Deb Davis for children’s library position
    2. Trista Hershey moved to approve and Danell Schoemaker 2nd
  - d. Staff meeting 5/12
  - e. Cleaning service issues; Sarah Bair recommended we approve Emerick’s Cleaning Service to begin 6/1/22. After researching vendors and receiving quotes, it was recommended by Sarah Bair (Library Director). Her name is Lori Chestnut and partner Michael at a rate of \$360 per month provided references along with cleaning of veterinary office.
    - i. Sarah Bair will check with them on certificate of insurance for liability. If approved, we will give thirty day notice to current vendor.
    - ii. Sarah Sechrist motioned to approve pending insurance certificate and Trista Hershey 2<sup>nd</sup>.
  - f. COVID tests are here and will be distributed an hour prior to opening and will stop one hour prior to closing. A limit of four tests can be distributed.
  - g. Parking spot; Connie Keller will research having the truck removed and turned into temporary library spot.
  - h. Toys are being returned from being cleaned

**VIII. Systems Update**

- a. Training will happen for POWER LIBRARY – OCL’s digital “branch”
- b. Staff Development Day 4/29
- c. Reference Sampling Week – ask ???
- d. CE Opportunity 5/18 from 4-6p.m.
- e. BCLP Board Meeting 5/18 at 7p.m.

Personal issues: classes almost done, monthly meetings went well and upcoming events

**VIII. Update of Drop-Box and Computers**

- a. Drop Box Ceremony on Wednesday, 5/4/22

**IX. Annual Policy Review**

- a. Sarah Sechrist and Sarah Bair will meet for updates and report back to the board.

**X. Board Member Continuing Ed**

- a. Financial Best Practices Seminar 5/18/22 and will send out as others become available; all virtual

**XI. Review and approval of March Financials**

- a. Ahead for donations, but under for individual donations, but levels out
- b. Cooperative spending a bit over; will monitor
- c. Office supplies over; expense of drop box money reimbursement to the borough for community donations
- d. Summer Reading showing zero since it didn’t begin
- e. Training and continuing ed high due to Director putting in for \$1,500 reimbursement
- f. Motion to approve by Carolyn Bauerle and John Fraunfelder 2<sup>nd</sup>.

**XII. Future Fundraisers**

- a. Fire and Ice (7/23/22 from 5-7) – looking good; let committee know about any possible sponsors and/or volunteers
- b. Raffle baskets – three weeks spring/\$449 and will do one for book sale; coffee, summer bucket with Reading Phillies, Summer Camp, Dog basket, Summer picnic, candy
- c. Sarah Bair will update the small game of chance
- d. Summer mailer to go out in June; Sarah Sechrist will contact Blue Mt. Printing to work on quote for draft

**XII. Meeting Adjourned @ 7:45 PM motioned by Carolyn Bauerle and 2<sup>nd</sup> by Danell Schoemaker**

Next meeting Tuesday 5/24/22