

Womelsdorf Library Board of Trustees Meeting

Tuesday, September 27, 2022 6:30pm

In Attendance: Sarah Sechrist (Board President-virtual), Danell Schoemaker, Trista Oxenreider, Carolyn Bauerle, Debbie Worrell, Sarah Bair (Library Director), Becky Wanamaker (District Consultant), Todd Keisling (guest)

- I. **Call to Order @ 6:35 PM**
- II. **Check In & Welcome Guests and Friends**
 - a. Becky Wanamaker – Reading Library District Consultant
 - b. Todd Keisling
- III. **Approval of June Minutes**
 - a. Date of minutes were changed from April to June and change to May financials
 - b. Carolyn Bauerle moved to approve and Debbie Worrell 2nd
- IV. **Good News/Brag Moments**
 - a. Summer program numbers went well with higher numbers since before COVID
 - b. Fire & Ice was a huge success!
- V. **Correspondence**
 - a. No correspondence at this time
 - b. Diane Schwab-Sullivan was absent, updates given by Sarah Bair
 - c. Summer mailers being finished
- VI. **Open Forum for Guests and Friends**
 - a. Becky Wanamaker (Reading Library District Consultant)
 - b. Todd Keisling
 - c. Cindy Hopple Bench Project – Womelsdorf Community Assn. would like to buy new bench; all members are in agreement for the purchase; Trista Oxenreider moved to approve; Carolyn Bauerle 2nd. Purchase needs to be documented (invoice) for the library audit.
- VII. **Director's Report**
 - a. August circulation, computer usage now included; push to increase children's programs
 - b. Upcoming Events: Writer's Workshop 10/8/22, Berks Career Links Partnership Program (10/10), Story Times, Jay Smar Concert – 10/14 (local musician), Todd Keisling and Halloween Party (10/21); October calendar will highlight all upcoming activities
 - c. Story times will have some changes
 - d. Karin Applegate joined as circulation staff 9/12/22
 - e. Dolores Pfeuffer-Scherer joins us as Children's Program Coordinator on 10/3/22
 - f. Policy manual still in progress and will be shared by Director by next meeting, but will be finished by end of year
 - i. We also need to review strategic plan for year-will be put on October agenda (we need to show progress and show goals)
 - g. 1000 Books Before Kindergarten being relaunched at library
 - h. Renewal limit now set to three renewals (from two).
 - i. Boscov's Friends Helping Friends – shopping date 10/19
 - j. Library of Things – list of things we have at library; things funded through county at a limit of \$500; items will circulate just as a book with a one week loan with no automatic renewal
 - k. BCPL Systems Updates:
 - i. PaLA Conference 10/16-10/19

- ii. County Coordination Aid was increased today
- iii. Princh printing (mobile printing)
- iv. Tech Budget expanded
- v. E-materials
- l. Fine Free Letter – decision must be made by December 9th; discuss how to offset the budgeted late fee amounts
- m. CE Opportunity – 1 more CE required for URRs
- n. Director's Personal notes
 - i. Finished OCL's New Director training
 - ii. School on again
 - iii. Applied for Library Assistant certificate
 - iv. Candy donations appreciated for Halloween library night and Light the Night

VIII. Review and approval of August Financials

- a. County Aid and State County Aid; misappropriate in budget; due to receiving funding for summer learning – extra received makes it go above what was budgeted
- b. Income is over budget for August due to book sales; double what we budgeted, making up for Fire & Ice income being under budget.
- c. Individual donations are up.
- d. Expenses – a little over budget for office supplies and software; \$3,000 but budgeted for \$1,000; Sarah Bair indicated ink costs have increased; possibility of looking into different printer – Sarah Bair will get quote for laser jet
- e. Payroll a bit over budget – next year need to budget more
- f. Utilities - \$1,500 over budget; next year must budget more
- g. Motion to approve by Danell Schoemaker and Carolyn Bauerle 2nd

IX. 2022 Fire & Ice Review

- a. Each year the event brings in more
- b. Need more community support/volunteers
- c. \$4,200 raised; more than previous year raised – most due to business sponsors
- d. Discussion on location of event – more room with just us; much discussion to come

X. Fundraising Ideas for Fall/Winter

- a. Boyer's – Sarah will start sub sale tickets;
- b. Holiday raffles – Trista has preliminary schedule; first round ready to go for October. In November we will have them weekly.

XI. Meeting Adjourned @ 7:45 PM Trista Oxenreider motioned to adjourn and Carolyn Bauerle 2nd
 Next meeting Tuesday 10/25/22 at 6:30pm