

Womelsdorf Library Board of Trustees Meeting

Tuesday, October 25, 2022 6:30pm

In Attendance: Sarah Sechrist (Board President), Danell Schoemaker (Board Secretary), Trista Oxenreider (Board Treasurer), John Fraunfelter, Debbie Worrell, Diane Schwab-Sullivan, Sarah Bair (Library Director), Angie Holmes, Carolyn Bauerle

I. Call to Order @ 6:34 PM

II. Check In & Welcome Guests and Friends

- a. Angie Holmes – patron of library

III. Approval of September Meeting

- a. Sarah B. updated for format. Carolyn Bauerle moved to approve and Diane Schwab 2nd
- b. Trista noted a mistake in the heading at the review of financials. Trista motioned to approve the change in heading and Debbie Worrell 2nd

IV. Good News/Brag Moments

- a. New staff members are going well
- b. Foyer of library looking good

V. Correspondence

- a. Diane had two letter from last meeting
- b. Banner now covered for November; Lori's Candy Station

VI. Open Forum for Guests and Friends

- a. Angie Holmes – looking to get re-involved with the library

VII. Director's Report

- a. Circulation and computer usage numbers are up; young adult attendance still lagging, children's numbers are down as well.
- b. Upcoming Events: Dolores (new children's librarian) beginning to incorporate standards within program and lesson plans, Book Club is coming back, November calendar forthcoming.
- c. Library Updates:
 - i. Boscov's Friends Helping Friends Fundraiser didn't go well,
 - ii. Open trustee positions – sample open position given by Becky Wanamaker. Trustees leaving position can share their position by way of job description.
 - iii. Carpet cleaning – needs to be done in April, 2023; Director will get updates to be done on a staff meeting day when library is closed
 - iv. Year End purchasing – equipment, DVDs, item specific donations
 - v. Library does have Ink Jet printer
- d. Systems Update – updates from PaLA conference will follow
- e. Fine Free Updates – must make a decision; as of now we are the last library in the county that has not made a decision.
- f. URR Updates – holiday closures (allowed to have 12), 2023 Board Meeting Dates, 2023 Operating Hours (summer hours bumped up a week)
 - i. Danell Schoemaker motioned to approve the dates and holidays; Diane Sullivan 2nd
- g. Personal note: Sarah Bair officially approved and certified to run library

VIII. Review and approval of September Financials

- a. We are right on for income; Berks County Aid and State County Aid;

- b. Expenses: right on for cooperative spending (good for URRs), office supplies (ink) high, equipment (no expenditures), payroll under, but will even out due to being at full staff, utilities are over (almost \$2,000 over)
- c. Motion to approve by John Fraunfelter and Debbie Worrell 2nd

IX. Budget Review

- a. Utilities are going to be higher
- b. Ink cost; do we increase cost for printing
- c. We needed to change Fire & Ice income
- d. We will see increase in payroll
- e. We will have the entire budget review for November meeting

X. Annual Policy Review

- a. Sarah B. presented policy – all paragraphs should be individual policies rather than a 40 pages document; Sarah B. is embedding policies into the policy manual with table of contents so you can access any section as needed
- b. Sarah B. is currently three quarters finished; will finish and send out for review; to be voted on at the next board meeting.
- c. Strategic plan is good; updates will be added

XI. Fundraising Ideas for Fall/Winter

- a. Fundraising webinar suggested looking to local patrons and business

XII. Fall Mailer – will follow up next meeting

XIII. Upcoming Board Vacancies – Trista Oxenreider and Danell Schoemaker terms are up and Carolyn Bauerle is leaving a year early.

XIV. Meeting Adjourned @ 7:45 PM – John Fraunfelter motioned to adjourn and Diane Schwab-Sullivan 2nd

Next meeting Tuesday 11/22/22 at 6:30pm