

## **Board of Trustees Meeting Meeting Minutes Tuesday June 25, 2024**

**In Attendance:** Julian Marshall (Co-President), Bonnie Paparella (Board Secretary), Diane Schwab-Sullivan (Corresponding Secretary), Debbie Worrell (Trustee), Wendy Marshall (Trustee), Karin Applegate (Library staff), Emily Ulmer (Library Director), Jess Molinari (Children's Coordinator)

**Absent:** Kelly Swanger (Co-President), DeAnn Carroll (Trustee)

**Meeting called to order at 6:30 pm**

### **Review and Approval of May Meeting Minutes**

- Date of June meeting corrected on May Minutes  
Motion to approve 1st Diane Schwab-Sullivan 2nd Debbie Worrell  
Minutes approved as corrected  
Agenda of June meeting corrected (incorrectly dated as "June 24")  
will be posted on Website as edited

### **Good News/Brag Moments**

- **Chicken Dinner Sale** generated approximately \$200; Bake sale \$75
- **Boyer's Donation** of \$550 resulted from employee's "dress down Fridays" contributions
  - Library sent letter of thanks to Boyers
  - Will post on Facebook, Next Door and Electronic sign on Library desk (has been repaired)
- **Meet and Greet June 21st** for New Director Emily Ulmer
  - Several politicians attended; Emily sent thank yous
  - Increased promoting for future events suggested

### **Interim Report**

- **Fire and Ice Committee**
  - Volunteers needed from library –Bonnie will recruit
  - Library tents to be set up Friday
    - Bonnie will check with Larry Rice for assistance
  - Raffle Basket Table–proceeds of all baskets divided among recipients
  - System office will be asked to produce color posters
- **Building Updates–required completions**
  - Repair of water damage
  - Flashing light fixtures
  - Painting of walls in Children's Room before moving Jess' desk

- Eradication of ants in front desk area–Borough set bait; resolved
- Flies in basement–need to hang fly paper
- **Front Desk Training of volunteers to substitute for staff**
  - Needs to be completed before staff absences July 20-27
  - Emily and Tabitha will organize training
  - Bonnie, Debbie, Kelly, Wendy, Julian willing to be trained as subs
- Resumes for new Desk clerk positions–Julian will resume search

### **Open Forum**

- Karin expressed appreciation on behalf of the staff for the Board's involvement in day to day Library functions
- Karin stated that the staff is very happy with Emily Ulmer as new Director

### **Board Member Documents**

#### **Bylaws**

- Bylaws are in great need of revision
- Julian attempting to write rational version
- Need lawyer review to ensure legality
- County Library System office states our being out of compliance
- Board will work on Bylaws this summer and review in the Fall

#### **Mission and Vision Statements and Core Values**

- New version greatly simplifies from previous version
- Board read and reviewed; motion to approve with addition of “religion” in first bullet of Core Values 1st Bonnie 2nd Debbie Motion carried
- Harriet Grimes (former Board President) is good resource of library history

### **Correspondence Secretary/Banner Program**

- Thirty thank you notes have been sent for donations
- Banner Program
  - Diane Schwab Sullivan notified sponsors that they will receive one free week of banner display during non-sponsored months. All sponsors are very happy with that offer.
  - No banner sponsor as yet for July
  - Consideration of a Womelsdorf Library banner with a Turtle logo
  - Discussion of difficulty for staff to rotate banners while working alone. Suggestion of using “overlap” of staff time to do this.
  - More zipties needed. Julian Marshall will purchase, possibly with Borough account at hardware store. Jess will check about account.

### **Volunteer Coordinator**

Volunteer Criminal history/child abuse clearances now stored in locked drawer.  
Shelf reading volunteers with proper skill and attention to detail greatly needed

### **Morale Coordinator**

- Volunteer and Staff Appreciation Day to be Sunday Sept 15. Board will plan this summer.
- Flowers will be sent to Kelly Swanger for birthday/get well wishes

### **Adult Program Coordinator**

No report due to absence of coordinator

### **Directors Report/Children's Programming**

- Director's Report reviewed and accepted into minutes; available upon request.
  - Motion to accept 1st Diane Schwab Sullivan 2nd Debbie Worrell  
Motion carried
- Director Emily Ulmer will investigate improved WiFi signal
- College Fair to be rescheduled in fall; Saturday problematic for participants
- Approval of July and August Calendar events
  - Motion to accept 1st Bonnie Paparella 2nd Wendy Marshall  
Motion carried
- All for-profit notices removed from Community Bulletin Board; permission needed prior to posting notices

**Treasurer's Report** deferred due to absence of CoPresident Kelly Swanger

### **Upcoming Fundraising/Events**

#### **Womelsdorf Carnival**

Jess is attending Friday and Saturday with library applications, donation jar, games, punch cards, prizes for children

#### **Boyer's Fund Raiser**

Diane Schwab Sullivan is investigating possibilities of sandwiches and other items.

Order pickups possibly attached to Fall book sale to draw more people

#### **Fall Book Sale**

Bonnie will check with Caroline Rice for date

### **Meeting Adjourned 8:12pm**

Motion to adjourn 1st Wendy Marshall 2nd Debbie Worrell Motion carried

**Next Meeting: July 23, 2024 6:30pm**

## Director's Report – June 2023<sup>4</sup>

Year	Circ.	Children's Programs	Children's Attendance	YA Programs	YA Attendance	Adult Programs	Adult Attendance	Computer Usage
May 2024	<b>2790</b>	<b>10</b>	<b>224</b>	<b>1</b>	<b>0</b>			<b>131</b>
<b>May 2023</b>	<b>4103</b>	<b>13</b>	<b>144</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>46</b>	<b>345</b>

### Upcoming Events: (see handout)

- CLOSED July 4<sup>th</sup>
- College Fair postponed
- Fire & Ice July 27<sup>th</sup> – **need volunteers 20<sup>th</sup>-27<sup>th</sup>!**
- Adult Programs?
- Directors' Meeting July 23<sup>rd</sup> 9:30-11 at BCPL Headquarters – **volunteer needed!**

### Library Updates:

- Collections moved/rearranged
- Children's section updates
- Library of Things
- Ants
- Brochures & Community Boards updated

### System/District Updates:

- Pages for Pets Summer Quest Initiative
- Crayola Initiative
- Q3 (summer quest) due June 28<sup>th</sup>
- BCPL Board Meeting on 8/21 at 7pm – need 2 trustees to attend (virtual or in person). BCPL Headquarters, 1040 Berks Road, Leesport 19533.
- WAFL form needs to be signed - SALSA due end of August.