

● Board of Trustees Meeting
Meeting Minutes Tuesday July, 23 2024

In Attendance: Julian Marshall (Co-President), Kelly Swanger (Co-President), Bonnie Paparella (Board Secretary), Diane Schwab-Sullivan (Corresponding Secretary), Debbie Worrell (Trustee), Wendy Marshall (Trustee), DeAnn Carroll (Trustee), Karin Applegate (Library staff), Emily Ulmer (Library Director) Connie Keller (Womelsdorf Borough liaison)

Meeting called to order at 6:34 pm

Review and Approval of June Meeting Minutes

- June Minutes amended to read: "Director's Report reviewed and accepted into minutes; available upon request."
- Motion to accept amended June Minutes by Diane Schwab-Sullivan, second by Wendy Marshall; Motion carried

Treasurer's Report

- Year to Date Budget shows expenditures \$29,000 under budget due to absence of Director on payroll for five months, and continued vacancy of library director position due to the current resignation of Emily Ulmer. Surplus allows spending for 1) advertising open position as well as 2) hiring an additional new circulation desk clerk.
- Exploring the possibility of Electronic Fund Transfers for bill paying.
- Monthly expenditures average \$12,000. Surplus in Checking Account could be moved to Savings Account.
- Budget Committee created to include Debbie Worrell, DeAnn Carroll, and Kelly Swanger. Motion to create Budget Committee by Bonnie Paparella, second by Wendy Marshall, motion carried.
- Motion to accept Treasurer's Report by Diane Schwab-Sullivan, second by Debbie Worrell, motion carried.

Director's Report

- Circulation numbers decreased from last year at this time. Possible reasons for decreased circulation:
 - summer programs being offered off site
 - program day and time changes
 - decrease in purchase of new materials, partly due to difficulty in receiving standing order lists from System Office
- Computer usage by patrons has doubled from past year
 - Should we offer computer classes/ gaming activities?

- Need for stronger network/ greater band width
- Great attendance for “Elsa” children’s program—should we plan more “princess” activities?
- Movie night with Conrad Weiser PTO being planned
- Emily Ulmer has resigned as Director; will continue to serve as consultant while new director search continues
- Tabitha Burkholder will process Interlibrary Loans; System Office has training available.
- Parking lot issue: ongoing problem of neighborhood cars using lot during open hours after receiving requests to cease from us. Letters to be written to next-door neighbor and church across the street with formal request to cease, and warning of towing.
- Nominations due for County Awards for Excellence by volunteers, community entities, boards.
- Quarter 4 county wide initiatives: Library Passport Program with stamps on passport for each library attended
- Increase in book challenges throughout the county. Policy needed to be in place in order to deal with potential challenges in the future, West Lawn Library has a form for challengers to fill out.

Fire and Ice

- \$5959 in donations so far
- Chili providers: 6 professional, 3 fire/emt, 7 amateur
- Ice Cream providers: 8
- Raffle Baskets: 23
- Ax Throwing, Bull Riding, Hayride, Face Painting by Rustic Rose, 2 magicians
- Library table to have games and prizes as well as handouts

Banner Program

- Kountry Kraft Kitchens Banner sponsor for July
- We will continue one free week for sponsors during months not being fully sponsored

Fund Raising Activities

- Truck load of used books sent to Book Bonanza
- Our Book Sale in the Fall—Bonnie will get date from Carolyn Rice and discuss publicizing requests for donations
- Fall Mailer
- Possible future fund raisers:
 - bus trip to Longwood Gardens—Connie Keller will consider and plan

- Chaticleer Gardens, Wayne PA another possibility
- Boyers food sale
- Community Cookbook
- Murder Mystery night at Marshall's

Volunteer Coordinator

- 2 new promising high school volunteers a third one has inquired about community service hours
- Clearances in process for volunteer who is no longer in high school

Building Maintenance

- Utilities—electric bill ~\$900 monthly. Julian will request power survey by PPL
 - Air conditioning?
 - Switch to LED in place of fluorescent lighting?
- Board Room ceiling repairs
 - Board Room unfit for public use
 - Connie Keller will take continued concerns to Borough Council

Bylaws Amendments

Julian continuing to work on changes; including references to state library laws

Board Officer Role Change

Motion to make Julian Marshall President of the Board, and Kelly Swanger Treasurer of the Board. Motion by Bonnie Paparella, second by DeAnn Carroll, motion carried.

Meeting Adjourned at 8:25 pm

Next Meeting: August 27 at 6:30pm.

Director's Report – ~~June 2023~~ July 2024

Year	Circ.	Children's Programs	Children's Attendance	YA Programs	YA Attendance	Adult Programs	Adult Attendance	Computer Usage
June 2024	2796	7	412	2	0	8	32	105
June 2023	3984							62

Upcoming Events: (see handout)

- Movie Night at CW East 8/9
- Back to School Party 8/24

Library Updates:

- Resignation
- Procedure binder updated/revised
- Processing binder updated with instructions
- Weeding reports done
- Parking lot issues

System/District Updates:

- BCPL Board Meeting on 8/21 at 7pm – Julian & Wendy. BCPL Headquarters, 1040 Berks Road, Leesport 19533.
- SALSA due by the end of August
- Notes from Directors' Meeting 7/23