



BERKS COUNTY PUBLIC LIBRARIES
Board of Directors Meeting
August 21, 2024 7:00PM
Hybrid Meeting
MINUTES

A regularly scheduled meeting of the Board of Directors of Berks County Public Libraries was held using a hybrid format, in person and via the Microsoft Teams platform, on Wednesday, August 21, 2024.

Board Members Present: Helen Flynn - Vice President; Dr. Debbie Noel - Secretary/Treasurer; Mary Ellen Wells

Board Members Present Online: Ginny Hand - President; Xiomara Toledo; Arleny Pimentel

Board Members Absent: Jason Brudereck

System staff present: Stephanie Williams, Library System Administrator; Christie Brown, Deputy Administrator/Outreach Services Coordinator; Jeff Smilko, Technology Coordinator

District staff present: Becky Wanamaker, District Library Consultant

District staff present Online: Marissa Guidara, Youth Services District Consultant

Advisory Committee members present in person:

Mike Najarian, Bethel-Tulpehocken Public Library
Linda Roebuck, Muhlenberg Community Library
Leslie Pirl-Roth, Robesonia Community Library
Julian Marshall, Womelsdorf Community Library
Wendy Marshall, Womelsdorf Community Library

Advisory Committee members present online via Teams:

Jason E. Wenrich, Bernville Area Community Library	Alexa Cooney, Fleetwood Area Public Library
Nicole Sapna, Boone Area Library	Kathi Shaffer, Hamburg Public Library
Christine Mittura, Boone Area Library	Chelsea Williams, Hamburg Public Library
Rachel Stewart, Boone Area Library	Gerry Hynes, Kutztown Community Library
Rob Kistler, Boyertown Community Library	Julia Becker, Reading Public Library
Louise DeMatteo, Brandywine Community Library	Chris Thomas, Schuylkill Valley Community Library
Melissa Hartman, Brandywine Community Library	Laurel Quigley, Spring Township/West Lawn Wyomissing Hills Library
Mariel Jordan, Exeter Community Library	Cindy Line, Village Library of Morgantown
	Allison Plevrakis, Wernersville Public Library

Call to Order: Ginny Hand called the meeting to order at 7:03 PM. The meeting was then turned over to Vice President, Helen Flynn.

Pledge of Allegiance: Helen Flynn led the Pledge of Allegiance.

Public Comment: In-person comments: NONE

Virtual comments: Comment from Jason Wenrich, Bernville Area Community Library:

“The Bernville Area Community Library in preparation for our Cookies with Santa and raffle have been sending out donation requests. One such request was to the Reading Royals.

Ms. Erin Ondik reached out to me and asked for some general information for the libraries of Berks County. The Royals are eager to help libraries and would even like to do a Library night this upcoming season.

They are also interested in helping with fundraisers, supplying books and are open to other opportunities.

Any interest from Library Executive Directors please reach out to Erin at eondik@royalshockey.com.”

Approval of Minutes: Debbie Noel made one correction to the minutes of May 15, 2024, adding Mariel Jordan, from Exeter Community Library, as an attendee. Debbie moved to accept the minutes with the correction. Helen Flynn seconded. Mary Ellen Wells abstained. Minutes were approved.

Treasurer’s Report: Debbie Noel noted that the 60% of the 2024 budget has been spent to date. We continue a typical spend rate with no unusual expenditures.

Mary Ellen Wells moved that the report be accepted as presented. Debbie Noel seconded. The report was unanimously accepted.

Correspondence: We received correspondence from Mr. Roger Broome in June regarding his continued concerns about Exeter Community Library Association and a request for assistance. Stephanie Williams provided one suggestion of an organization who may be able to assist him.

We received correspondence from Heather Sharpe, Director of the Board of Library Development at the Office of Commonwealth Libraries regarding the 2024-2025 state aid projections, which include level funding for the public library subsidy at \$70.47 million dollars.

Administrator’s Report: Stephanie Williams, Library System Administrator, shared her report. She highlighted the following items:

- We welcomed Christie Brown as the new Deputy Administrator- Outreach Services Coordinator. Looking ahead, Williams will continue to orient Brown to the Deputy Administrator role.

- The 4th Quarter System-wide Initiative for all member libraries is a Library Passport Challenge to incentivize community members to register for a library card and visit various member libraries throughout the county. Emily Orischak is working with the System's Outreach Department to produce materials for libraries to utilize in this initiative. Promotion of the challenge will be included in the annual fall advertising campaign to correspond with National Library Card Sign-up Month.

Committee Reports:

Finance Committee

Debbie Noel reported the Finance Committee met in-person at System HQ on June 5 and finalized the 2025 Funding Formula and we are presenting it here today along with the 2025 Funding Formula Instruction Sheet.

Mary Ellen Wells moved to accept the 2025 funding formula and instruction sheet. Helen Flynn seconded. The Board approved the motion.

Nominating Committee

Helen Flynn presented the Nominating Committee update on behalf of Jason Brudereck. The Nominating Committee met virtually on August 14. A prospective candidate is in the process of submitting his application to Stephanie Williams. Once she receives it, it will be forwarded to the Commissioners for their consideration as we work to fill Ginny Hand's term that expires on December 31. Jason's reappointment to the Advisory Board for a second term is on tomorrow's Commissioner Meeting Agenda for their approval.

Old Business:

Village Library of Morgantown - compliance update

Carol Donahue, Library Director at Village Library, has applied and been accepted into the Library Technical Assistant Program at Northampton Community College. She will be taking her courses in the Spring 2025 semester. She will be taking the following courses:

Introduction to Library Science LIBT101

Computers in Libraries LIBT 209

Library Management LIBT207

Technical Services LIBT203

Reference Resources and Services LIBT115

Carol has been working on her CEs and has three (3) in Mandated Reporter Training. She still has seven (7) left to acquire by December.

Womelsdorf Community Library - compliance update

Julian Marshall, President of the Womelsdorf Board of Trustees, reported that they have hired their third Library Director in three months. The new Director will begin her employment on Monday, August 26, 2024.

Robesonia Community Library - Compliance Update - vote to withhold \$500

Leslie Pirl-Roth, Vice President of the Robesonia Board of Trustees, reported that the Library Director, Madison Riehl, has been working toward certification. Unfortunately, she was involved in an accident where she suffered a concussion. The Board is requesting an

extension on the timeline for her completion. The expectation is that she will complete her requirements in the Spring.

Robesonia has not met the timeline for compliance. Therefore, the Board addressed the requirement to withhold \$500 in funding. Stephanie Williams suggested the Robesonia Board receive a letter from Ms. Riehl's medical provider noting her ability to complete the coursework and requested the letter be provided to the Advisory Board since this is an unprecedented situation. Stephanie also noted clarification is needed from Ms. Riehl regarding when her coursework will be completed. The documentation Stephanie received noted December 2024, not Spring 2025.

Mary Ellen Wells made the motion to table any discussion to withhold funds pending documentation from Robesonia outlining a clear timeline for completion. Ginny Hand seconded the motion. The motion was unanimously approved.

Public comment Policy - Mary Ellen moved to accept the final draft of the Public Comment Policy. Debbie Noel seconded. The motion was unanimously approved.

New Business:

Two documents, The Berks County Public Library System Membership Policy and The Berks County Public Library System Uniform Requirements & Responsibilities, were presented for members of the BCPL Board to review for approval at the next meeting.

The Delivery Policy for Inclement Weather was addressed by the Board via email during the emergency hot weather that occurred over the summer and was presented this evening. - Mary Ellen wells moved to ratify, confirm, & approve the updates to the Delivery Policy for Inclement Weather. Ginny Hand seconded. The motion was unanimously approved.

District Consultant Reports: *Becky Wanamaker, District Library Consultant provided the following report:*

- As mentioned earlier this year, some transitions have been happening with the district's Libby/Overdrive collection, and we are now moving forward with a shared collection concept that exists to supplement the collections of our libraries as a whole. All libraries are currently contributing towards the ordering of materials handled by the district consultants, and we are focused on keeping the holds list under control and cultivating a robust and widely-useful collection.
- One of the ways the system and district are currently partnering is on an upcoming training - 'Cultivating a Positive Library Culture'. We're excited to be working with a local HR specialist (Paragon Consulting) for a session on professional anti-workplace bullying, use and misuse of authority, and leading with emotional intelligence. This topic was suggested to us based on some concerns happening at one of our libraries, and relates so well to needs and developments happening all throughout our organizations. We're super excited to be able to offer this, and believe it will be beneficial for all of our libraries. It's coming up Tuesday September 17 at 10 am, and is open to all directors, managers, and board members.

Announcements:

Julian Marshall reported that Commissioner Michael Rivera stopped at the Womelsdorf Library and they had a good conversation about the need for continued support for Berks County libraries.

Adjournment: Mary Ellen Wells moved for adjournment. Ginny Hand seconded. The meeting was adjourned at 7:35 PM.

Respectfully submitted,
Debbie Noel
Secretary, BCPL Board

***Upcoming Meeting Dates:
November 20, 2024 7:00 PM
System Headquarters: 1040 Berks Road, Leesport PA 19533***