

Board of Trustees Meeting Meeting Minutes Tuesday September 24, 2024

In Attendance: Julian Marshall (President), Bonnie Paparella (Board Secretary), Diane Schwab-Sullivan (Corresponding Secretary), Debbie Worrell (Trustee), Wendy Marshall (Trustee), , DeAnn Carroll (Trustee)
Karin Applegate (Library staff), Connie Keller (Borough Liaison), Amy Garman (new trustee candidate)

Meeting called to order at 6:31 pm

Review and Approval of August Meeting Minutes

- Minutes approved as presented
- Motion by Diane Schwab-Sullivan, second by Debbie Worrell, motion carried

Guest speakers

Karin Applegate reported the following:

- The ceiling lights in the children's area have been replaced.
- Conrad Weiser West school has asked our library to contribute to their fund raiser; she replied that as we are a non-profit, we decline.

Treasurer's Report

No report

Director's Report to be attached to the minutes. Report includes:

- The hiring of two part time circulation assistants
- Commitment to always having two persons on the schedule: we are getting closer to achieving this, and meanwhile will make use of board members and volunteers to serve as second person when needed
- Programming limited at this time but includes
 - story time with new volunteer
 - Scrabble club
- Parent requests for chess club, teen book club, escape room activities
- Coffee Sales raised \$10 each in two days
- DVD reshelving in progress; will include new inserts for recording disc problems
- Director's and Youth Services meetings attended by Julian Marshall
 - Possible grants for new computers and 100 megabit connectivity in parking lot
 - 4 county libraries in need of directors
 - PA Library Assoc meeting soon; District provides up to \$500 for Continuing Education attendance

- Possible sharing agreement with Wyomissing Library beginning in January 2025
- Early Intervention Services Unit resources available for sharing with patrons
- Craft packs received from BCPLS
- Scholastic Teachables link to be added to our website
- Julian Marshall will talk with Borough regarding front door bell to assist entry of patrons with disabilities
- Response to patron book challenges should be to first ask for their library card number to ascertain validity of their interest

Board Activity

- Potential new staff applicant; possibility of library science intern applying for director position
- Board Composition
- Board accepted the resignation of Debbie Worrell, effective immediately
 - Motion by Bonnie Paparella, second by Wendy Marshall, motion passed
- Board accepted the resignation of Kelly Swanger as Treasurer. Effective immediately. Kelly will remain on Board with focus on fund-raising.
 - Motion by Wendy Marshall, second by DeAnn Carroll, motion passed
- Board appointed Amy Garman to the board as treasurer, effective immediately.
 - Motion by Diane Schwab-Sullivan, second by Wendy Marshall, motion passed.
- Bylaws Revision
 - Draft is complete. Will send to Borough lawyer for approval
- Meeting with Stephanie Williams, Director of Berks County Public Library System
 - Positive exchange, with good discussion of issues
- Maintenance needs: see Director's report

Reports from Trustees

Bonnie Paparella

- **Volunteer Celebration October 5**
- reported on planning; invitations have been distributed
- **Volunteer Update**
- reported on new Story Time volunteer Amanda who is studying for her Library Science Masters Degree. She is also interested in Chess club, and teen reading group

Wendy Marshall

- **Book Acquisitions**
- Wendy Marshall prepared order and Tabitha Burkholder placed order for \$7000 of new books in past three months
- **Program possibilities**
- Wendy also compiled a consolidated list of program activities from all Berks County Libraries to consider.
- Committee to review list and consider possibilities has been initiated with Wendy Marshall, DeAnn Carroll, and Diane Schwab-Sullivan

Diane Schwab-Sullivan

- **Banner Program** Banners confirmed for October through December
- **Mailing List for Fall Mailer** working on getting full list of 19567 zip code addresses

Debbie Worrell

- **Passport Program** going well; Wendy and Julian Marshall in process of visiting all Berks County Libraries

Connie Keller Longwood Gardens Bus Trip

- 5 remaining seats on two 56-seat buses; net profit will be \$2000 for the library

Friends of the Library group

- Fund raising arm of the library
- Not known why the group dissolved
- Will post of Facebook when we are able, to explore new interest

Upcoming Issues and Projects

- 2023 Financial Audit overdue; missing information needs to be sent to auditors
 - Amy Garman as new Treasurer will resolve issues
- Fall Mailer:
 - Julian Marshall will compose text
 - If System office prints, Debbie Worrell and DeAnn Carroll will fold and mail
- Annual Report: Wendy Marshall and Julian Marshall will prepare
- 2025 Budget due to System office in late November
- Vault and Conference Room cleaning: Board to tackle on October 12 and 13

Meeting Adjourned at 8:12pm

Director's Report – Aug 2024

Library Updates:

- Staffing
 - Two new part-time circulation assistants have started
- Collection
 - We have temporarily stopped weeding
 - New book orders are being placed, and books are arriving
- Upcoming Events:
 - Programming
 - Still minimal
 - Toddler Storytime (Volunteer now leads it)
 - Knitters (all ages)
 - Scrabble (all ages)
 - A parent request restarting the following (said she can help):
 - Chess Club (need a chess master)
 - Teen Reading Club
 - Escape Room (we had charged \$25 ea)
- Coffee Sales are happening!
- Re-shelving DVD/Blu-rays into their cases is in progress
- We are getting new inserts for DVDs/Blu-rays

System/District Updates:

- Director's Meeting (2024-09-24)
 - Berks County Digital Equity
 - Possibility of grant funding for computers / network capacity / software
 - Emily O will be out from Nov 1 to Nov 18 (wedding / honeymoon)
 - Passport challenge is a big success
 - Four libraries are looking for a director (Womelsdorf, Robesonia, Exeter, Fleetwood)
 - Now have access to sheet music – might not be able to print
 - PA Library Association Meeting is soon

- o District provides funding up to \$500 for CE, including conferences
- o District fiscal year begins July 1
- o There is an updated system borrowing policy
 - We are able to link to some BCPL policies if they are public, instead of developing our own. Good for some things, not for others. Borrowing may be one!
- o Planning 2025 system-wide initiatives now
- o We may enter a sharing agreement with WYO – 300,000 items in their collection
- Youth Services Meeting (2024-09-24)
 - o Early Intervention Services Unit (Berks County) provides resources for parents of variously disabled kids
 - Requested some pamphlets to guide parents
 - o Craft packs were received
 - o Library days at blue marsh
 - o Scholastic Teachables
 - Coloring, crosswords – printable
 - Must have a library card to access
 - Will add to our website
 - Can be good for kids and seniors
 - o BEBS (Building Equity Based Summers)
 - Using summer programs to focus on marginalized groups

Statistics

		Aug 2024	July 2024	July 2023
Circulation				
Computer Usage				
Wifi Usage		226		
Patrons				
Children's				
	Programs	7	17	
	Attendance	199***	65*	
Young Adults				
	Programs	1	2	
	Attendance	0	0	
Adults				
	Programs	4	8	
	Attendance	24	267**	

* Primarily from off-site programs

** Includes estimate 250 at Fire and Ince

** Includes 102 at Back-to-School in the park