

**Schuylkill Valley Community Library**

**Board of Directors Meeting (virtual)**

**February 11, 2021**

**Present:** Christie Brown, Erica Burch, Solomon Lausch, Patrick Manwiller, Kelly Ruth, Roger Schmidt, Stephanie Schreiber, Sharon Wilson, Karen Bailey (Friends representative)

**Absent:** Stephanie Jacobs, Kai Miller

1. Call to order at 7:02pm.
2. Secretary's Report- January meeting minutes were approved.
3. Treasurer's Report
  - a. Sharon announced that the SVCL was approved for the second PPP loan in the amount of \$17,325. These funds were already received.
4. Trustees Reports- Nothing to report.
5. Librarian's Report
  - a. The book club program has been restarted.
  - b. The e-card program is at a standstill. Students will not be able to use their 4-digit numbers from the school. Christie will be setting up a meeting with the Soro rep to discuss a future presentation.
  - c. The AARP tax program will begin on Monday. Tax preparers are making the appointments this year. There will not be a bake sale to coincide with this event.
  - d. The NAS server, external hard drives, and network switch were installed on Tuesday. These items were obtained through a grant from Toward Gigabit Libraries in PA.
6. Reports
  - a. SVCL Friends
    - i. Karen Bailey discussed possible upcoming fundraisers including a March sandwich sale, vendor event including food trucks in the fall, and a fall book sale.
  - b. Buildings and Grounds- Nothing to report.
  - c. Policy Review
    - i. District Cares Funding and the Keystone Grant requires the following 3 policies to be approved: Conflict of Interest Policy, Financial Policy and a Bid Procurement Policy.
    - ii. The SVCL's Financial Policy was revised to include the information required by the District Cares Funding. Christie took this information off of the state website. The Board voted on and approved this revised policy as presented.
    - iii. The Conflict of Interest Policy was voted on and approved as presented.
    - iv. The Bid Procurement Policy was not voted on due to concerns raised by Sol regarding inconsistencies throughout the policy. Sol suggested lowering the amount required for obtaining sealed bids and competitive proposals from \$150,000 to \$20,000. Erica will have Dennis, the Reading Library Board President, review the document. Christie will have Stephanie Williams, the District Consultant, review the document. This policy will need to be revised, voted on and approved via email.

- d. County Library System- Upcoming meeting is 2/24. Erica will attend.
- e. Director Review Committee- Nothing to report.
- f. Development Committee
  - i. \$5,000 was received from the Lions Club.
  - ii. Currently receiving donations for the upcoming silent auction. It will be posted online in the coming weeks.
- 7. Keystone Grant
  - a. Leesport Borough signed the contract.
  - b. Patrick Dolan to write the RFP at no charge to the library.
- 8. BCPL Membership Agreement
  - a. Several library presidents, including Erica, are submitting a joint letter asking to be part of the discussion in order to make changes to this document. Christie will also send her feedback.
- 9. Next meeting will be on March 10, 2021 at 7:00pm.
- 10. Meeting adjourned at 8:08pm.

Addendum: E-mail vote was conducted to pass the revised Bid and Purchasing Policy. Motion was made by Erica Burch and seconded by Patrick Manwiller. The policy was unanimously approved on 2/16/2021.