

**Schuylkill Valley Community Library**

**Board of Directors Meeting (virtual)**

**May 13, 2021**

**Present:** Christie Brown, Erica Burch, Patrick Manwiller, Kai Miller, Kelly Ruth, Stephanie Schreiber, Solomon Lausch

**Absent:** Stephanie Jacobs, Roger Schmidt, Sharon Wilson

1. Call to order at 7:03pm.
2. Secretary's Report- April meeting minutes were approved.
3. Treasurer's Report
  - a. Sol asked for clarification on the "Berks County other line item", which is the unexpended cooperative purchasing funds from 2020.
  - b. Sol also requested detail regarding the breakdown of building fund donors.
  - c. Erica commented on the Hoopla expenditure. Christie stated that the funds spent to date will be reimbursed with CARES funding through the RPL district.
4. Trustees Reports
  - a. Erica stated that she is unable to make three meetings in the fall due to her class schedule and suggested Patrick run these meetings. Sol feels we should reschedule the meetings. This will be revisited next month.
5. Librarian's Report
  - a. Brief discussion on the new report and statistics format.
  - b. Christie mentioned that we should know more about the Keystone Communities grant after the end of their fiscal year in June.
6. Reports
  - a. SVCL Friends
    - i. Upcoming vendor/spring fling will be this Saturday, May 15<sup>th</sup>.
    - ii. Approximately \$480 was made with the garden cart raffle. The Friends plan to continue monthly raffles with the proceeds going to the building project. This month, the raffle will be a picnic backpack.
  - b. Buildings and Grounds
    - i. Erica will help get the mulch donation and Kai volunteered her scout troop to help spread the mulch if the Eagle Scout falls through or needs assistance.
  - c. Policy Review
    - i. The Substance Abuse Policy was revised based on Exeter's policy, which was reviewed by a Human Resources attorney who sits on their board. Approved with a grammatical correction suggested by Sol.
  - d. County Library System
    - i. Erica stated she will be attending the meeting next Wednesday and also commented there has been no movement on the new System Membership Agreement. Christie added that we were told the agreement is with the County Solicitor for review.
  - e. Director Review Committee
    - i. Nothing at this time.

- f. Development Committee
  - i. Kai is working on a possible meeting schedule change pending everyone's availability.
  - ii. The committee is looking for volunteers to help, especially with the Chili Cook-off. A graphic was recently posted to Facebook.
  - iii. The committee has been discussing proposing a referendum with each municipality as a possible source of long term, sustainable funding. The board agreed we should pursue.
  - iv. Kai proposed we do a capital campaign mail fund drive using Every Door Direct Mail. Fleetwood did this for their campaign with impressive results. Christie estimated the costs at approximately \$4500. The board approved this suggestion and we will proceed.
- g. Leesport Borough Meeting- nothing to report at this time.
- 7. Keystone Grant
  - a. After several weeks, we heard from the Leesport Borough Engineer. His timeline for the bid will allow us to award the job at the Leesport Borough meeting in June.
- 8. Requests for Immediate Personnel Needs and Formation of a Committee
  - a. Christie submitted a proposal requesting a raise for Kelly to better reflect her experience, abilities, and effort, along with an option for the board's consideration to fund this increase. Erica commented she does not want to award any raises mid-year and feels Kelly's pay rate is appropriate based on her level of education. After some discussion, the board decided to table this matter until the June meeting.
  - b. Christie also requested additional staff hours to accommodate both increased circulation desk time and administrative duties that must be accomplished. These increased administrative duties are managing grants and fundraising. The library will fully reopen to 42 hours of service inside the library in June. Reopening means Christie's workload will again increase by 10-15 hours due to the need to provide direct patron services, in addition to her regular job duties. A way to fund this request was included in the proposal. The board did not act on this and will revisit at the June meeting.
  - c. Formation of a personnel committee was not discussed.
- 9. Next meeting will be on June 9, 2021 at 7:00pm.
- 10. Adjourned at 8:21pm.