

## Schuylkill Valley Community Library

### Board of Directors Meeting

June 9, 2021

**Present:** Erica Burch, Christie Brown, Stephanie Jacobs, Solomon Lausch, Patrick Manwiller, Kai Miller, Kelly Ruth, Roger Schmidt, Stephanie Schreiber, Mary Kunkle (Friends' representative), Stephanie Williams (district consultant)

**Absent:** Sharon Wilson

1. Call to order at 7:00pm.
2. Secretary's Report- May meeting minutes were approved.
3. Treasurer's Report
  - a. Steph contacted the bank to inquire whether anything needs to be done in order to transition the PPP loan into a grant. She is awaiting the bank's response.
  - b. Steph suggested including Hoopla costs in the budget for next year. Christie reported that starting in July she will be able to set limits on Hoopla spending now that the account was switched from the Reading account to our own SV account.
  - c. Sol questioned whether the Friend's will be providing \$15,000 to the library. Mary Kunkle will look into this and report back.
4. Trustees Reports- Erica reported that the board has agreed to move the meetings for September, October and November 2021 to the second Monday of the month.
5. Librarian's Report
  - a. The library is now open full time for regular service.
  - b. Summer reading registration has begun online.
  - c. Christie made a correction to her written report under the STEM count. The program total should be 8 and the attendance for children ages 6-11 should be 263.
6. Reports
  - a. SVCL Friends
    - i. Most recently held the backpack drawing and will be doing one additional raffle.
    - ii. No further meetings until September.
    - iii. Will discuss holding the book sale in the fall.
  - b. Buildings and Grounds- Kai will contact the Girl Scouts for mulching the library grounds.
  - c. Policy Review- The Hiring Policy was approved as presented.
  - d. County Library System- Nothing to report.
  - e. Director Review Committee- The updated Director Evaluation form was presented and the revisions were discussed. The form was approved.
  - f. Development Committee
    - i. Proposed an additional per capita tax in order for the library to have a sustainable funding source.
    - ii. Sol suggested the committee contact Michael Rivera, a county commissioner that resides in the SV district, regarding his insights into this idea.
    - iii. Considering hosting 1:1 meet and greet at the library for newly elected officials.
    - iv. Considering November meetings with the municipalities.
  - g. Leesport Borough Meeting- Nothing to report at this time

7. Overview of District Services- Stephanie Williams is available for assistance with recruiting board members, strategic planning and clarifying state standards.
8. Keystone Grant
  - a. Project is currently up on PennBid. Bid will be awarded by the Leesport Borough on Wednesday, June 16<sup>th</sup>. Erica will clarify how the bid will be announced.
  - b. Erica spoke with Rocky Santilli who will be donating \$40,000 towards the addition.
  - c. Sol inquired whether the library is able to reject the bid if the price is too high due to the increased price of building materials, etc. Stephanie Williams will locate information regarding rejecting a Keystone grant.
9. Forming committees
  - a. Stephanie Schreiber will be tracking the committee membership and will alert the board when positions need to be filled.
  - b. The following committees will be developed:
    - i. Finance/Budget Committee- Steph Jacobs, Solomon Lausch, Sharon Wilson
    - ii. Personnel/Nominating Committee- Erica Burch, Patrick Manwiller, Stephanie Schreiber
    - iii. Development Committee- Kai Miller, Stephanie Jacobs, Stephanie Schreiber, Kelly Ruth
    - iv. Director Review Committee- Erica Burch, Kelly Ruth
    - v. Policy Review Committee- Kelly Ruth, Kai Miller
    - vi. Buildings and Grounds Committee- Erica Burch and Roger Schmidt
  - c. Christie will be involved with all committees.
10. Personnel Needs
  - a. Christie proposed a pay increase for Kelly (Youth Librarian), 12 weekly flex hours for Christie, Extra help with desk duties.
  - b. The board was concerned about pay increases in the middle of the year due to budget concerns.
  - c. Sol proposed a one-time bonus of \$1000 for Kelly. This was voted on and unanimously approved.
  - d. Sol suggested contacting Patty Lacy from the SV Internship Program to discuss reliable student interns to aid in desk duties.
  - e. \$1350 was approved for additional staff hours for 15 hours per week for 10 weeks. This will be re-visited in September.
11. Other- More information will be forthcoming regarding a board retreat. The retreat will focus on board goals and the role of each board member. Kai will host the meeting.
12. Next meeting will be on July 14, 2021 at 7:00pm.
13. Adjourned at 8:41pm.