

Exeter Township Library Board Meeting
Nov. 9, 2020

Board Members: Heather Saboori. present
Todd Dierksheide. present
Mariel Jordan. present
D. Michael Bennethum. present
Deb Franklin. present
Liz Stavenski-Bell. present
Cortney Bowman. Present
Denise Darrah. present

Others in attendance: Mallory Hoffman. present
Stephanie Williams. Reading Public Library
District Consultant. present

Interested future board members:

Ibrahim Bangura. present
Christy Resh. present
Anna Templeton. present

- I. Meeting Called to Order at 6:33 pm by Heather Saboori.
- II. Notice of Emergency Meeting held on Thursday, October 29, 2020 at 4pm via Zoom
 - a. Board Resolution for the waiver of standards approved
- III. Approval of Minutes – September 14, 2020: Motion by Liz Stavenski-Bell, second by Todd Dierksheide. and Emergency Meeting October 29, 2020: Motion by Cortney Second by Liz Stavenski-Bell. Both passed
- IV. Guest Speaker: Stephanie Williams, District Consultant, Reading Public Library. Packet of information
 - a. Described district library center and her role as consultant
 - b. Also discussed what she could do for us
- V. Library Director's Report
Report is for two months. Lots of circulation. Programming: Do weekly story time through zoom. Described some of the past programs.

- Starting book talk again. Fireside cooking class tomorrow night. Doing a family dog biscuit baking class later in the year. One employee is resigning to go to a full-time job. Curbside is going well. 1,169 curbside pickups in October. Collecting corks for an art project.
- VI. Friends' Report. No report from Charlene. Friends are going to renew all of our passes. Raised about \$1500 in 4 hours at the book sale
 - VII. Treasurer's Report Written report was sent to all members for both October and November
 - VIII. Presentation of the Bills. Motion by Liz Stavenski-Bell, second by Mariel Jordan to pay the bills. Approved.
 - IX. County System Update
November Trustee Talk will be attached to the minutes. It includes where you can watch the Trustee Training Video (<https://youtu.be/LfAsta441-s>) and where to get the documents that are in the video. Advocacy information and Board Governance Checklist. Office of the Commonwealth Libraries Information Meeting is Nov. 23 at 10 AM concerning Bifurcated Budget, COVID Pandemic and any other topics suggested by the field.
Next Berks County Library Meeting is Nov. 18th.
 - X. Committee Reports
 - A. Advocacy. No report
 - B. Fund-Raising. No report. Give back fundraiser through Klingers next Thursday, Nov. 19
 - C. Personnel No report
 - D. Property. No major issues. Some lighting on the building had to be replaced or repaired by the township. Public restroom doors now have locks on them for when we open to the public.
 - E. Finance. Nothing new this month. Audit was finished last month. Mallory did present the budget to the township supervisors last week.
 - F. Technology No report
 - G. Policy. Teleworks policy went through in September.
 - H. Search. Heather introduced the three people who are interested in library board positions. Heather explained that we do look for people to serve on the board and also to be on committees. She also

explained that the board members serve 2 three-year terms. Also ask them to email us if they are interested in serving on committees. Had the board members and the interested people introduce themselves. Ibrahim asked for a copy of the policy manual.

XI. Strategic Plan Update

Mallory reported that she is waiting for a course that she is taking on strategic planning later in November. She is compiling what she and her staff had brainstormed.

XII. Unfinished Business

- A. PPP Loan. Automatic forgiveness for \$50,000 and under, but we missed the cut since we got \$65,000. Mallory is gathering the information that the banks need to apply. She does have the document that she needs to fill out. Mallory is not aware of the date when it is due.
- B. 2021 Budget Mallory sent out the budget that she had presented to Exeter Township supervisors. Payroll is lower. Biggest decrease is the repairs line on the budget since the township now does the repairs. Heather asked about where the carpet money that is in the budget. That is the leftover money from Mascaro that we can use for other flooring. Todd Dierkesheide suggested that it be moved into a line item. Todd also reminded us that we have to pay back the money we borrowed from the bequest.
- C. Reopening Plan. Waiting on the plexiglass. Since the cases are rising, at this time we are not rushing into opening. Curbside is going well.
- D. Mission Statement Revision: Second Reading: Motion by Deb Franklin, second by Denise Darrah to approve the mission statement. Passed.

XIII. New Business

- A. PlexiGlass Contract. Proposal by Mallory: 2 bids from B and G Glass. Higher quote put plexiglass on the higher portion of the desk. Mallory is asking that we do the lower quote and just put a table in front of the higher portion. # 2052272 for \$2196.17 Motion by D. Michael Bennethum, Second by Todd Dierksheide to purchase the plexiglass. Passed

B. New Board Member Nominations

Mallory announced that any nominees need to be approved by the township supervisors.

Went into executive session at 7:32pm to discuss board member nominations. Came out of executive session at 7:38.

Motion by Todd Dlerksheide, second by Deb Franklin. Ibrahim Bangura will fill the position of Mandy Miller effective upon approval by the township supervisor. Christy Resh will fill the position of Denise Darrah in January upon township approval. We will seek approval of both of these

- XIV. Board Member Comment. Heather asked if we should move the meeting date for 2021. It was decided to stay with the second Monday of the month. Many board members commented that we had three wonderful candidates and thanked them for applying. Heather is going to contact Anna to see if she would be interested in serving on committees.
- XV. Public Comment. No comment
- XVI. Next Meeting: December 14, 2020 at 6:30 pm by zoom.
- XVII. Adjournment. Motion by Deb Franklin, second by Liz Stavenski-Bell at 7:43PM.