

# Board of Directors Meeting Notes

Date	July 12, 2023
Participants	All via Zoom: Dan Gassert, Stephanie Schreiber, Jay Melvin, Stephanie Jacobs, Chris Thomas, Melissa Krishock  Absent: Alia Emery, Marissa Loeb, Sharon Wilson, Kelly Jacoby
<b>Agenda Items:</b>	Call to order 7:06 pm
Opening Motions	Steph J. motioned to accept board meeting minutes from the June 2023 board meeting; Dan 2nd; Melissa abstained as she was not present at the June 2023 board meeting; otherwise, the vote passed unanimously.
Trustee Reports:	Dan - plan to follow up with ATS regarding the fire extinguisher donation for the Community Room; Leesport Playground is adding a new stage area, it is currently being built, check with Leesport Borough to understand use, could the library use it for programs, movie night, etc? Steph J. - will be leaving her position as the SVES librarian; she will be moving to the school librarian position at SVMS this fall
Treasurer's Report	Steph J. reviewed previous discussions on the library's transition to Quickbooks online. Sharon would need to create separate sub-accounts for employees in order to track payroll/taxes, etc. The transfer of information to Quickbooks online was successful and the first payroll using new procedures also worked out well. The Board will need to pay attention to this - moving forward - is it a good option for next year? Steph J. also asked Sharon for a specific financial breakdown of the Community Room Construction Project. Steph J. spoke with former Thompkins president regarding the creation of a capital campaign for the library - possibly reach out to Dr. Lausch, Andrea Funk, others to help with organizing a campaign and possibly requesting donations/funding for building project loan. Melissa motioned to accept the June 2023 Treasurer's report; 2nd by Jay; The vote passed unanimously.
Director's Report	Marissa was absent - Steph S. discussed report.

PALA Conference - reviewed the PaLA conference costs; the library received a check from the Berks County Friends Group for \$797 to use how the board sees fit - this can be used to help pay for the conference; the Board would still like to understand: 1.Registration fee for Kelly?  
 2.How will coverage at the library be arranged?  
 3.Cost of coverage?  
 Once the board has a better understanding of these 3 issues - a motion can possibly be made at the August board meeting.

Staff T-shirt fundraiser - reviewed pre-sale sheet on the t-shirt sale and discussed request to pre-purchase t-shirts; the board had the following questions:  
 1.Where did the staff get the number of t-shirts from for the pre-purchase?  
 2.Is there a possibility to do a pre-sale of t-shirts and then order the t-shirts so there is a better idea of the appropriate number to order?  
 3.What is the timeframe for ordering t-shirts?  
 There is a concern that the t-shirts will be ordered but will not sell. How can this be resolved?

Steph S. attended Bern Twp. Meeting 7/3/23 @7:00 to thank them for their funding; discussed library programs with the supervisors. After the meeting, Steph S. chatted with a resident who requested information about the donation procedure at the library. His company provides certain funds to donate and he was unfamiliar with the library. Marissa reached out to him with donation information via email.

Fall Municipality Meetings - please be prepared to attend at least one meeting; we will assign dates/times of meetings to board members at the August board meeting

Friends Report

No meetings during summer months

County Library System

Nothing to report  
 Next county meeting-Wed. August 16, 2023 at 7:00pm

<p>Policy Review Committee</p>	<p>Emergency Handbook, Dress Grooming Policy and Personnel Policy to be voted on at August board meeting. Melissa would like to review the suggested changes for the Emergency Handbook. Please review policies before the August board meeting.</p>
<p>Development Committee</p>	<p>Next meeting is scheduled for Monday, July 17, 2023 at 6:30pm at the library.</p> <p>Summer Solo Stove raffle-continue to promote during Summer Reading &amp; on social media; raffle drawing scheduled for Aug 25th; \$5/ticket, see Marissa for tickets to sell</p> <p>Fall raffle- Tailgating - Yeti cooler/alcohol</p> <p>Fall event - possible wine-tasting???</p>
<p>Buildings &amp; Grounds</p>	<p>Security cameras - Steph J. met with Carl Moyer (on Leesport Borough Council); Leesport Borough currently updating and looking to loop in all Borough security cameras (possibly including at the library, too); supposed to hear back from Borough/Carl Moyer in August</p> <p>Stones donated by Berks Soil and Stone; added (along with weed block) near the back entrance; looks great!</p>
<p>Director Review Committee</p>	<p>Continuing to develop evaluation; committee will meet soon</p>
<p>Other Business</p>	<p>Outreach for new Board members continues - had two inquiries with one potential candidate asked to attend the September board meeting; Steph S. to provide resume to board to review</p> <p>National Night Out (8/1/23)-need to check with Marissa to see if the library is participating; Miss Berks County could be available</p> <p>SVES Back to School Night (8/21/23) - We were asked by the school district to attend - yes, the library should be in attendance; Marissa should RSVP yes</p>

	<p>ESL Program through Literacy Council - no cost to us; library staff/volunteers would receive training (December 2023 training/2-day session); could tie program to local businesses - need for Spanish speaking employees to learn English; Muhlenberg and Wyomissing libraries have this program - Marissa can reach out and get more info; Steph J. to see if we can Zoom with program coordinator during August board meeting to ask questions, etc.</p>
	<p>Chris motioned to adjourn meeting, 2nd by Dan; Meeting adjourned 8:23 pm</p>
<p>Action Items</p>	<ul style="list-style-type: none"> <li>● Continue Mission/Vision Statements and Strategic Plan discussion</li> <li>● Follow up Emergency Handbook, Dress Grooming Policy, Personnel Policy</li> <li>● Follow up on security cameras with Leesport Borough Council</li> <li>● Follow up on state library conference costs</li> <li>● Follow up on staff T-shirt fundraiser</li> </ul>
<p>Next Board Meeting</p>	<p>Next meeting will be on <b>Wednesday, August 9, 2023</b> at 7:00pm.</p>