

Exeter Library Association Board Meeting Minutes

August 10, 2020

Attendance:

Heather Saboori present

Jacki York present

Todd Dierksheide present

Liz Stavenski-Bell. present

Denise Darrah. present

Cortney Bowman. present

D. Michael Bennethum. present

Mandy Stanley Miller present

Deb Franklin present

Others Present: Mallory Hoffman, Darlene Mest, Mariel Jordan

- I. Meeting Called to Order at 6:03 by Heather Saboori
- II. **Executive Board Session held via zoom from 6:00 to 6:15 PM to discuss personnel issues. No action taken.**
- III. Approval of Minutes. Motion by Liz Stavenski-Bell Second by Mandy Stanley Miller. Passed
- IV. Board of Trustees Resignations/ Nominations
 - a. Resignation Motion by Liz Stavenski-Bell, Second by Mandy Stanley Miller to accept the resignation of Jacki York.
1 opposition, motion passed

- b. Nomination of New Trustee. Motion by Deb Franklin, Second by Mandy Stanley Miller to accept the nomination of Mariel Jordan as a new board member. Her name will be sent to the Exeter township for approval. Motion passed
- c. Appointment of Special Advisor Heather Saboori appointed Jacki York as special advisor to the board. Motion by Deb Franklin, second by Mandy Stanley Miller. Passed

V. Library Director's Report

Written report was submitted

Circulation is improving.

1,189 curbside pickups in July

Doing virtual programming. Baby lap sit and Preschool story time by zoom

Also did a virtual family book club. The One and Only Bob. There were 8 attendees

Big Library Read The Darwin Affair is occurring

Curbside hours may change since in August since not much participation after 7

Mallory Hoffman did send us the revised reopening plan that we will discuss.

As part of the system, all libraries are buying books to put in the Overdrive collection that is housed in the Reading Library.

Moe's fundraiser raised \$125.00

VI. Friends' Report

Exeter Women's Club gave us a larger than normal donation as well as 50 raffle baskets. The friends are putting the bidding

for the baskets on Facebook for a week. All the money collected will go to the library.

VII. Treasurer's Report – for July and August

Todd Dierksheide reviewed the reports that he had submitted to us. Waiting for the township check.

Report was accepted

VIII. Presentation of the Bills – for June and July Motion by Todd Dierksheide. Second by Mandy Stanley Miller to pay the bills. Passed

IX. County System Update. Meeting is next week

X. Committee Reports. Heather Saboori reminded Mariel Jordan, Mandy Stanley Miller and Cortney Bowman that they should pick a committee to join and let her know this month.

A. Advocacy. No report

B. Fund-Raising Mallory Hoffman already reported on the Moes/Sweet Ride fundraiser.

C. Personnel. Liz Stavenski-Bell mt with Mallory Hoffman via zoom on July 23. Personnel committee met August 5

D. Property The library lost power and had no emergency lights. Boone was out today to look at the emergency lights.

E. Finance. Met last month to discuss the 20/21 budget, the audit, and the PPP loan. Mallory has the application for the PPL Loan forgiveness.

F. Technology. No report

G. Policy Changes will be discussed in the new business. Reopening plan, pandemic plan, and ebooks policy update. Teleworking plan was sent to the policy committee by Mallory Hoffman for discussion September.

- H. Search. Look to get racial diversity. Heather Saboori asked that everyone think about any good recommendations.
- XI. Strategic Plan Update. Liz Stavenski-Bell will send us a copy of the mission statement for us to approve at the next meeting. Mallory Hoffman talked with Al Weber about the strategic plan. He is also doing a zoom with Berks County libraries about writing a strategic plan. Should think about what is working well, not working well, and what would happen if we don't address the issues. Every board should have an annual budget, a plan of work and the strategic plan. Plan of work is what employees do for a monthly period.
- XII. 2020/2021 Budget – Rough Draft
Mallory Hoffman did question advertising since it appeared high. Also difficult to say how much money will come in due to the pandemic.
- XIII. Unfinished Business. Motion made by Todd Dierksheide, second by Mand Stanley Miller to amend the agenda to include the reopening. Passed
- a. Flooring in Children's Library Motion by Cortney Bowman, second by Mandy Stanley Miller to approve the payment of this bills. Passed
 - b. Pandemic Plan – 2nd Reading Motion by Deb Franklin, second by Mandy Stanley Miller to approve the pandemic plan. Passed
 - c. Reopening plan Motion by Deb Franklin, second by Mandy Stanley Miller to vote on the reopening plan. Question about when they are considering opening the whole library.

Staff is still discussing how it could be done and what their concerns are. Passed

XIV. New Business

a. Ebooks/Eaudiobooks District Agreement Policy Update.

Mallory Hoffman will send us the plan. Will be added to the budget under the collection category

XV. Board Member Comment

none

XVI. Public Comment

none

XVII. Next Meeting: Monday, September 14, 2020 at 6:30pm.

Mallory Hoffman will send us a link.

XVIII. Adjournment at 7:19 pm Moton by Liz Stavenski-Bell, second by Mand Stanley Miller y. Passed