

## **Board Agenda September 27, 2021**

### **Call to Order**

The regular (virtual) meeting of the Village Library Board of Trustees was called to order at 6:00pm on Monday, September 27, 2021 by Lisa Betz.

### **Present**

Lisa Betz, Maria Long, Lauren Nappi, Knicki Knickerbocker, Anna Carter (gave her proxy-vote to Lisa), Debbie Phillips

### **Acceptance of last meeting's minutes**

The Minutes of August were approved.

Motion made by Debbie Phillips and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.

### **Correspondence**

- Audit completed on Sept 10, and submitted ahead of schedule
- New Agreement for the Member Libraries of the Berks County Library System accepted from the Office of the Commissioners was delivered.

### **Director's report**

- Library Operations
  - August circulation is up all around. We continue to see more card registrations
  - At Anchor Ministries we saw 100 families at the Back To School Day event, and we will be teaming up with them for a Christmas event.
  - Audit is done and all paperwork has been submitted to the County on 9/10. Debbie was sent a 990 form to sign, and is working to send it back to Long and Barrell. Our district agreement with the county has been verified so we are set.
- Library CE updates
  - Maria Long's PA Certification arrived on 9/17/21
  - On 9/13, Maria attended a workshop on Library accessible media for Pennsylvanians.
  - Lisa or Debbie need to sign Maria's loan forgiveness application for Public Servant, since she is the Director.
- Budget Updates
  - The 2022 budget is in the works. It should be completed by next board meeting to vote on or via email if need be.
  - Another CD via BB&T bank needs to be moved to Ephrata bank ASAP. Maturity is 9/23
  - Maria had to move the previous CD deposit back to checking to have cushion especially after audit expenses.
- Future Updates
  - Mary will attend an Interlibrary Loan Training in October

## **Treasurer's report**

### Old Business

- Strategic Planning: Report on core brand questions
  - We reviewed the core brand worksheet, and brainstormed new ideas.
- Children's garden status
  - Covid relief grant will be put towards concreting the space by the township. We have no timing on this, leading our Children's space to be put on hold.
  - Drainage has been moved, but we need to make sure it is not a tripping hazard. We are discussing creating a bench over it.
  - The township asked Maria for a list of maintenance items to be addressed, as well as the outdoor garden space
  - Due to the timeframe of this concrete space, we are now dedicating the grant to redoing the Children's area within the library.
- Recruiting new members a priority
  - We need to send out a social media black, and look into potential new members.
- Bathroom locks and signage status
  - Township approved. Bathroom locks and the changing station for the men's bathroom has been approved and ordered.
- Discuss new dates for Fall/winter Book Sale
  - We will be collecting donations, and working towards a spring booksale.

### New Business

- Vote on changes to Personnel Policy
  - Motion made by Knicki Knickerbocker and seconded by Lauren Nappi. The motion passed with unanimous consent.
- Fall donor letter
  - Lisa is working to create a donation letter for us to mail out this fall.

The regular (virtual) meeting of the Village Library Board of Trustees was called to close at 7:37 pm on Monday, September 27, 2021 by Lisa Betz

Next Meeting: October 25, 2021 in person at the library

Close

### **Library Mission statement:**

The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success. Our goal is to help people live informed, productive lives, and empower them to contribute effectively to their communities.