

**Bernville Area Community Library
Board of Trustees Meeting
Monday, January 10, 2022**

Members Present: Bob Soltzfus, Sarah Jones, Christel Wenrich, Jason Wenrich, Shawn Raup-Konsavage

Library Director:

Guests: Debe Donley

Call to Order: Bob at 6:00.

Dates to Remember: Next Meeting 3/14/22 @ 6PM

Director's Meeting: 1/25/22 @ 9AM Debe will attend in place of the director

Secretary's Report: Accepted-Jason moved, Bob seconded. All in favor.

Sent prior to meeting by Sarah for approval and changes.

Treasurer's Report: Accepted-Sarah moved, Shawn seconded. All in favor.

Christel has moved financial information into QuickBooks for efficiency

Debe will check on the Art Grant excess of 384.62 from 2019

Director's Report:

Debe brought employee and URR concerns to the board in lieu of a director's report.

- Shawn advised contacting county for technical assistance (finding the important patron/circulation counts and the receipt printers) and for a list of the analytics we need for compliance
- Facebook
 - Shawn will show Debe how to use FB analytics for the necessary reports
 - Changing from a gray page to an administrator operated page is necessary as FB has made changes which restricts gray pages
 - Debe will be the administrator and will grant posting privileges to staff/board.
- Hour Changes: Motion for
 - Mon-Thurs change to 10-7 from 11-8 in order to help with children's programming and better use of staffing resources. (7-8 PM is very slow.) Change takes effect 1/31/22.
 - Friday opening would be good, but we need programming, preferably for teens. Plan for March
 - Debe will create new signage, contact county for website changes, and make changes to FB.
 - Jason moved, Christel seconded. Motion passed
- Purchases: Motion for
 - 2 Taller counter chairs-max. \$100/chair to be purchased after placed on the Giving Tree for a month
 - Printable checks-max \$150/1000 checks
 - Backup System-research 1 Drive and external hddrive which works with the network-max \$100
 - Christel will order with the debit card
 - Sarah moved, Bob seconded. Motion passed
- Other
 - How do we pay for programming/get sponsorships?

- Debe doesn't have an amount she is able to spend on craft programming
- Lost books require fine payment OR book donation after circulation and shelf checking is completed
- HotSpots
 - Need to be issued with the contract clearly stating that an unreturned equipment fee of \$100 will be assessed with the canceled service if the equipment is not returned in a timely manner.
 - If \$100 is not paid, the magistrate will be contacted.

Old Business

1. Fundraising
 - a. A ½ page ad in the Tulpy musical program encouraging support
 - b. Return to using the Giving Tree
 - c. Contact county because the donate to BCL does not work
2. Bob contacted county for marketing and meeting attendance help and was met with little/no help

The remainder of the agenda was tabled in order to go to executive session at 7:35

Sarah Jones, Secretary