

## Meeting Minutes for March 22, 2021

Call to order

The regular (virtual) meeting of the Village Library Board of Trustees was called to order at 6:00 PM on Monday, March 22, 2021 by Lisa Betz.

Present

Lisa Betz, Maria Long, Lauren Nappi, Knicki Knickerbocker, Deborah Phillips, Anna Carter, Donna Eby, Shannon Welch

The Minutes of February were approved.

Motion made by Lisa Betz and seconded by Knicki Knickerbocker---. The motion passed with unanimous consent.

Correspondence

Director's report

- The Teen Book Program is going well.
- The Kids' Book Reading program went from 15 to 19 children.
- The library is currently hosting a Thank-You-A-Thon for local state officials. You can pick up a postcard to color and write a message on. These will then be mailed out.
- We are teaming up with Longwood Gardens. They will be sponsoring the children and adult programs this summer.
- Library Continuing Education- We have all new board members completing the required training.
- Maria Long attended a few webinars for her continuing education requirements.
- Maria will be starting her internship in May.
- The library will be back to 45 hours starting April 6th
- The book drop will be open again
- People can start to coordinate donation appointments with Mary or Carol
- Stephanie Williams will be joining us during our June meeting. You can email Stephanie with any questions to get on the agenda.

Treasurer's report

- No questions for Deborah Phillips on the treasurer report
- We received \$500 from the Ephrata Bank
- We received the second quarter payment from the state

- Maria Long is working to arrange for our second audit. When a library receives state aid above a certain amount they need to be audited for that year. With all the support from the state due to Covid, we have reached that number and will be required to receive an audit.
- The report has been accepted without any issues.

#### Old business

- A Strategic Planning questionnaire has been shared.
- Anna Carter updated the questionnaire with all of our input.
- She used Survey Monkey originally, but due to limitations on their site Anna Carter and Lauren Nappi will be working to find another alternative.
- The board went through questions, and made some changes for it to be finalized.
- Discussion on how to distribute the survey was productive. We will be placing them within the book bags for pick up, and leaving them out and visible for people who are visiting the library. We discussed a note prior to distribution, to give people a heads up that their opinion is valued and that we will be using the survey as a way to hear their experiences.
- Summary of Systems meeting- Anna Cater went to the meeting for the library and shared information in a summary email directly after.

#### New Business

- May 14-15 was the original date suggested
- However, a new date has been proposed to give us more time to prepare and connect the event to the summer reading program.
- Friday and Sat- June 11 and 12
  - Jobs needed: sort books in shed before event
  - set up tent and tables
  - Set out books in the morning before both days of sales
  - Put books away after sale both days
  - Put away tables etc after sale
  - At least one board member present at all times during sale hours to oversee sales and cashiers.

#### Adjournment

Meeting was adjourned by Lisa Betz at 6:54pm.

The next meeting will be at 6:00 PM on April 26, 2021.

Minutes submitted by: Lauren Nappi

#### **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.