

Wernersville Public Library
Board of Trustees Meeting Minutes
November 14, 2023

MISSION STATEMENT: The Wernersville Public Library inspires learning, creates community, and transforms lives with quality resources and services.

In Attendance: Ambur Bernhard, Kristi Brant, Sarah Evans, Maria Gerasklis-Long, Greg Mazurek, Sharon Melson, Allison Plevrakis, Debbi Scull, Susan Sorrentino

The meeting was called to order at 7:06 PM.

1. Public Portion: There were no guests.

2. Approval of Minutes:

There were no corrections or additions to the minutes of October 10, 2023.

A motion to accept the minutes was made by Debbi, seconded by Susan. The motion was unanimously approved.

3. Treasurer's Report:

The checking account balance at 10/31/23 was \$31k. The library received the final state and county installment of \$19.5k in October. The only remaining outstanding municipal contribution is South Heidelberg's \$9.6k. The 2023 budget has a budgeted income of \$20k from Merrill Lynch savings. This amount hasn't been transferred to our M&T operating account yet. Allison is waiting to see what the fund drive brings in before transferring the entire \$20k.

Allison reported that we are receiving a positive response to the annual donor letters that were mailed in October. The library has already received 25 checks in the amount of \$1.8k.

Allison presented a draft of the 2024 budget; the final budget will be approved in January once we have confirmations of pledged amounts from all 3 municipalities. The draft budget amount for 2024 is \$214.7k, a \$3.7k increase from \$211.0k in 2023 or 1.8%. Allison requested that the entire board review the budget and submit any questions to her and Maria.

In late October, the library received notification from the PA Department of Labor that a former employee filed for unemployment and the WPL would be responsible for paying it. The employee voluntarily resigned from the library and was not terminated. Allison and Maria filled out the paperwork to dispute the claim and also sent a copy of the employee's resignation letter. Maria has since received correspondence that the library will not be responsible for this claim.

A motion to accept the report was made by Sharon, seconded by Sarah. The motion was unanimously approved.

4. Director's Report:

A staff meeting was held on 11/6/23 to go over duties and tasks during Maria's medical leave. Gabrielle will attend BCPL and library board meetings and Allison will do payroll during Maria's absence.

The library will be closed on 1/10/24 for staff training at the BCPL in preparation for the migration to the new library system. Two staff members will also be attending training on 1/12/24.

Plans for state aid in the amount of \$61,775 were submitted on 11/3/23. Plan for an audit in 2024.

5. Friend's Report:

Maria attended the Friend's meeting. They reported the book sale profit was \$2,321.00. The storage cabinet they had for sale was sold.

The Friends are looking to recruit new members. They also discussed fund raising ideas and are interested in hearing from Maria about technology needs for the library.

6. Old Business:

a. Officers for 2024 -

The following board members have agreed to serve as officers for 2024:

President – Sarah

Vice President – Greg

Treasurer – Allison

Recording and Corresponding Secretary – Debbi

They will be voted upon at our next meeting in January.

b. Annual donor letters -

These were mailed and the information will also be posted on Facebook.

c. Uniform Requirements updates and deadlines –

Everything will be submitted by the time it is due.

- d. Vote on finalized edit of goals and objectives –

A motion to approve the revised strategic plan/goals and objectives was made by Allison, seconded by Greg. The motion was unanimously approved.

7. New Business:

- a. Vote on board meeting dates and times for 2024 –

A motion was made by Debbi, seconded by Greg to approve the current board meeting dates and times. The motion was unanimously approved.

- b. Policy audit review –

This will be updated after review by Kristi and Maria, then approved by the board electronically before the due date on 12/31/23.

- c. Social media policy 2024 –

Maria distributed a copy of the social media policy to all board members. When approved, the policy will be posted on the WPL website.

8. Other:

- a. BCPL Board Meeting -

Wednesday, November 15 – Greg Mazurek to attend.

- b. The board expressed appreciation to Kristi Brant for her many years of service and accomplishments as a member and President of the library board.
- c. The board also thanked Susan Sorrentino for her years of service and dedication as a member of the library board.

9. Adjournment:

At 8:07 PM a motion to adjourn the board meeting was made by Greg, seconded by Susan. The motion was unanimously approved.

There is no December board meeting. The next meeting will be at 7 PM 1/9/24.

Prepared and submitted by Sharon Melson