

SINKING SPRING PUBLIC LIBRARY MINUTES

August 21, 2023

A regularly scheduled meeting of the Board of Trustees of the Sinking Spring Public Library (SSPL) was held on August 21, 2023. Meeting was called to order at 7:01pm

Board Members Present: Tracy Peterson, Jenny Allbee, Ben Robitzer, Lawrence Ross, Carmella O'Toole

Library Staff Present: Wenonah Riegel, Andrea Haas

Public: None

SSPL Friends: Dale Whitehead, Bev Whitehead

FRIENDS OF SSPL REPORT

Mr. Whitehead has set up a new format for Friends treasurers report set up in Excel and is able to access bank account online.

The Friends are looking at new restaurants to raise money for the Friends such as Isaacs.

Friends are thinking about first week of November for book sale.

REVIEW OF MINUTES

All voted to approve minutes

REVIEW OF TREASURERS REPORT

Reviewed treasurers report

PROGRESS AND SERVICE REPORT OF THE DIRECTOR

Staffing and Hiring:

The library has been experiencing staffing shortages. Adam resigned this month. We recently hired 3 new staff members; Adryan Santiago, Webgie Cadet, and Nalini Vardharajan. Two of the new staff members will be passport acceptance agents. The third staff member, Nalini Vardharajan will be a library assistant. She has worked in the library as a volunteer for several years. Emma Swartz, our seasonal employee, has taken the passport training and will be shadowing the staff to learn how to do passports. She is going to graduate school and will fill in at the library as time allows. With the addition of the new hires, we will have staff that speak French, Creole, and Gujarati fluently.

Passports:

The library will be undergoing a routine passport inspection on August 24 at 2 pm. The agency sends someone from Philadelphia to inspect our site. There must be a passport agent on site during the inspection.

Due to the current staffing shortage, we will have to reduce passport hours until the new agents are trained. It typically takes 3 months for a passport agent to be fully trained and able to handle appointments independently.

Passport manager/ Lead Passport Agent position:

Years ago the library had a lead passport agent/ manager position. The position was held by Jenny Weiser from 5/13/18 to 5/11/19. This position over saw the passport agents and made phone calls before the agents arrived. It would be helpful as the passport services are becoming more demanding to have another person in this role. Randi Zaborowski would be the perfect fit for this role. She is very dependable and detailed oriented. Whenever the library gets into a bind with the lack of staffing, Randi is the person who usually fills in. She is also very knowledgeable about the passports and is a person that other staff members go to in order to ask questions. She thinks proactively about tasks, consistently goes the extra mile and has even gone so far as to implement a text messaging app service to alert patrons to upcoming appointments, reducing no-shows. It is my recommendation that the board create this position and ask Randi to fill it.

Programs:

Due to the ongoing road construction, I have moved most of our programs into 2024. We have had several patrons state that they will return once the construction is completed. However, we are not moving painting with Bernadette Bresnahan or the Charles Adams program. Those programs are popular enough that attendance should not be a concern. The end of this month we will be having another True Crimes book club event (8/30/23). This has become quite popular and developed a regular following. Pinochle is going strong with a regular group. The chess club and game night for grown-ups will resume once the road construction behind the library has ceased.

Museum Pass Program:

The museum pass program has been quite successful and has really carried the library through this difficult period of road construction. Patrons have to physically come to the library to get the passes and also to return the passes. The program is so popular that all of the passes are usually checked out. Patrons have to put the passes on hold to ensure that they are able to obtain them. This is a great program and a boon for the library.

Display:

The library is transitioning into fall displays. Murder mysteries, thrillers, and cozies are on tap for fall.

Library Store:

We have been diligently working to gather items for our library store. The focus of the store is on locally produced handmade items. This is another avenue for fundraising income that does not require a lot of staff manpower and time. Recently, we ordered handmade soap from Green Pig Farm located in Sinking Spring. This week we plan to visit Firehouse Coffee to explore selling a private blend coffee at the library. In addition, I have been knitting items for our store. The idea is to have everything ready to sell by late September/early October. We are also looking at locally produced honey, items from Paisley and Company, and scented candles. The staff is taking turns burning a local candle maker's candle at home. The scent is "book lovers."

Fundraising:

Currently, I am working on fundraising money for new chairs for the children's area. The chairs I am looking at are modular and made to withstand tough use. They are made in the USA from hardwood and are library quality. The quote I received is approximately \$900 per chair. This quote is locked in for 60 days, but after that the price can change. It is possible to get another quote to lock the price in for another 60 days. We are also looking for funding for a new mural in the children's area and the library will need new computers in the next 3-5 years.

I wrote a letter and the West Lawn Quaiting Association regarding our upcoming projects and they gave the library a check for \$1,000. I have also been working on sending letters to other local businesses.

Training:

I will be participating in the PALA Conference at Kalahari in the Poconos from October 1st- October 4th. The BCPL system will be covering the costs of the room. The registration fees for the conference are \$375.00. I am asking for the library to cover the registration fees.

The SALSA (State Aid Library Subsidy Application) required by the state was completed and submitted.

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OLD AND UNFINISHED BUSINESS

Ms. Haas mentioned a patron came up to her and was so thankful for the passes that the library offers.

NEW BUSINESS

The board discussed having Randi Zaborowski as a Lead Passport Agent. The motion was tabled and will be discussed more in depth before the next meeting. Mr. Robitzer is going to send out a Google doc for board members to discuss before the next meeting.

Mrs. Riegel asked for \$375 to cover the registration fees for the PALA Conference at Kalahari in the Poconos and \$30 a day for food. Ms. Peterson will check to see if there is a per diem for food.

LIBRARY SYSTEMS MEETING REPORT

Amy Resh is no longer the system administrator. Stephanie Williams is interim administrator.

Migrating circulation system will happen February 2024 changing from Polaris to Spark.

There is a story walk at Berks Nature Place

Distribution of funds for 2024 approved.

Uniform Requirements and Responsibilities was approved.

Membership agreement amendment was approved by the Systems. Once it is signed by the commissioners the solicitor's office will send a letter with the amendment to each library. There is no time frame on when it will be sent out but Mrs. Riegel will keep us updated.

The first draft of the patron privacy policy was presented which is part of the migration.

Meeting adjourned at 8:23pm

NEXT MEETING OF SSPL: September 18, 2023

NEXT SYSTEMS MEETING: November 15, 2023