

Robesonia Community Library Board Meeting Minutes

April 27, 2023

Meeting in Borough Hall

1. The meeting was called to order at 7:00 pm on 4/27/23 by president Mindy Cohen. In attendance were Geneva Berger, Wendy Beard, Leah Ruth (Acting Library Director / Children's Librarian), Carol Werkheiser, and Laura Yazemboski (arrived at 7:05). Becky Wanamaker (Berks County Library Liaison) was also present. Charles Brown and Kennon Rice were absent. Because of illness, Mindy needed to leave at 7:05.
2. The minutes from the March 23, 2023 library board meeting were approved.
3. Library Board / Robesonia Town Council Meeting (March 28, 2023)
 - The Council raised concerns with the shared spaces. The middle closet is intended for Council materials. It is currently holding chairs purchased by the library's Friends group, which take up a lot of the floor space. Wendy will ask the Council president how many chairs they would like to keep in the closet for meetings. The remainder of the chairs will be evaluated for wear and tear, and will be moved to another location if retained. - The meeting room has new carpet and paint, and should not have food within it.
 - The bathroom must be checked for cleanliness periodically. Leah noted that non-library patrons (basketball court players, etc.) sometimes use the bathroom. A checklist will be created by Leah to ensure cleanliness spot checks and remediation after each event and prior to closing.
 - The basement is a concern because of crowding and blocking of essential areas by library and Friends' materials. Following the 5/13 book sale, the members of the board will organize and / or remove remaining library materials (communicating with Leah and the Friends before removing any potentially useful property).
 - The library board would very much appreciate a town council member's presence on the library board. - The thermostat on the library side of the building is now on a set schedule. The thermostat's calendar is one day off, but Leah has adjusted its schedule to account for that discrepancy.
4. Librarian's Report
 - The people count, computer, and wi-fi usage are up.
 - There were two preschool and one high school outreach events.
 - A volunteer named Mark will work with VOICES, and Leah directed him to the LGBTQ organization, which has made him the facilitator for the club. Leah believes this will increase consistency for the meetings, and she hopes to be able to meet with other VOICES leaders to share ideas in the near future.
 - There was a library staff development day on Friday, 4/28.
 - Leah is designing new yard signs for the summer reading program and the Castaneda's fundraiser. - Longley Insurance has sent applications for the two types of insurance discussed at the last meeting. Mr. Longley cannot give a quote for the cost until he receives the data on the applications. Wendy has emailed Mr. Longley requesting a comparison chart for the two types of insurance (price / coverage in each specific category). It is possible that Leah and / or Wendy will need to meet with Mr. Longley for help in filling out the forms.
 - The Robesonia Borough would like copies of the library's insurance records.
 - Laura made a motion to accept the librarian's report. Carol seconded the motion, and all members voted yes.
5. Financial Report
 - The library has received a check from the Heidelberg Township; however, the library has not received a check from the North Heidelberg Township. Wendy will email the North Heidelberg Township to respectfully inquire about the check.

- Leah has bought stamps for the fundraiser letter, but she needs to purchase more. The library staff will fold and stamp the letters. Leah will let the board know if their help is needed.
- Leah made a note that the line item “Fines” would be more appropriately called “Fines and Fees” because the library no longer collects fines for most overdue items (exception – museum passes).
- Laura made a motion to accept the financial reports, and Geneva seconded the motion. All members voted to accept the reports.

5. Personnel

- There has been an applicant for the library director position. Laura will respond to the applicant asking for availability next week for an in-person interview.
- Laura will check the board’s email account at least once per week.

6. Fundraising

- The spring letter is not yet back from the printer, but it is expected this week. The letter will be pre-folded, and library staff will stamp and sticker.
- Robesonia Street Fair: Wendy texted the Robesonia Street Fair Facebook page to inquire about using Castaneda’s snow cone machine and the location of the library’s booth. (The Facebook moderator responded within a day that the contract with the carnival company precluded other snow cone vendors; however, they have allotted a space for the library, and they would like the library to attend the street fair.)

7. Probation Letter from Berks County Library System

- Leah received a letter from Amy Resh stating that we are out of compliance with the county’s requirements because we do not have a library director who holds the required credentials. \$500 will be withheld as a penalty.
- Becky suggested we work through the plan as outlined, submitting the reports (the first due by 6/27/23) and updates.
- Wendy suggested we include the fact that the library employs a credentialed aide who does not want the director position.
- The board will ask Kennon (absent tonight) to write a rough draft of the required action plan to revise at the next board meeting.
- Laura will ask Amy Resh to clarify whether the action plan needs to be presented in person at the System meeting in June.
- Becky mentioned that the state does have an extension which may be allowed if a director is in pursuit of their required credentials.

Carol made a motion to end the meeting at 8:26, which was seconded by Geneva. All members voted to adjourn.

Respectfully submitted by Laura Yazemboski on 4/30/2023

Next board meeting to take place Thursday, 5/25/2023, in Borough Hall at 7:00 pm