

Robesonia Community Public Library

Board of Trustees Meeting Agenda

August 13, 2020

Call to Order:

Meeting was called to order by President, Laura Yazemboski at 7pm via Zoom due to the pandemic of COVID-19. Present was Beth Baxter, Wendy Beard, Abby Brunner, Alyssa Bushkie, Mindy Cohen, Dr. Kennon Rice, Donna Shifflet, and Carol Werkheiser.

Absent: none

Approval of Minutes: A motion to accept July 9, 2020 minutes was made by Mindy Cohen, seconded by Carol Werkheiser and the Board cast a voice vote of approval.

Treasurer's Report

Library director, Abby Brunner provided information about reimbursement for PPE expenses. The check from the county regarding these has yet to be deposited. There was an increase in donations due to Boyer's food market offering a rebate. Overall expenses are down from this point last year due to the library closure. Lori's Candy's fundraiser resulted in a \$625 check that will be deposited. Abby will send a thank you letter to Lori. Beth Baxter made a motion to accept the Treasurer's report, Mindy Cohen seconded and the Board cast a voice vote of approval.

Correspondence: none

Librarian's Report:

Abby Brunner, library director, reports July circulation was 987 items after being open for curbside pickup 26 days. This is a gradual increase from June. There were 6 computer sessions since they began being offered on July 20. 10 virtual children and teen programs were held.

Virtual Directors Forums were held on July 1 and 8, 2020 Census Webinar on July 8, and virtual meeting with Reading District and BCPL System Libraries on July 10.

The picture rail system has been installed as an update to the library redecoration.

T-mobile Wifi hotspots are on hold until library reopens.

Virtual SummerQuest ends August 15 with 23 participants. Youth services director, Leah has been working on content and assembling and distributing craft bags, STEM kits and teen "book drops" as well. Virtual teen time for ages 11-17 is held on Tuesday afternoons.

Berks County Community Needs Assessment was completed June 30. There is no word yet from the County if the library qualifies for more aid than the reimbursement for PPE mentioned in Treasurer's Report.

New signers for the library's bank accounts have had their paperwork submitted.

Three policies, the General Service Policies, the Service Procedures and the Reference Services Policy have been updated.

Changes were made to the General Services Procedures Item C that will now read: "All books, magazines, series DVDs, videogames, music CDs and audio books will be checked out for three (3) weeks, except for DVDs which will be checked out for one (1) week and certain overnight reference works. With the exception of new items, any material owned by our library may be renewed once if another patron does not reserve it. DVDs are check out for one week. There is a fifty (50) item limit per card that a patron may check out, and a limit of seven DVDs per card."

Additionally, Item D will now read "A fine of 25 cents per day per item will be charged for overdue books, magazines, and all DVDs, video games, music CDs and audio books up to \$10.00. There is no fine for juvenile and Young Adult literature. The patron shall be responsible for the payment of the replacement cost plus a nonrefundable processing fee for any lost or severely damaged item. All fines and other fees will have to be paid in full by the beginning of each calendar year. Otherwise, all library privileges will be suspended until all charges are paid."

In the Service Procedures, Item G, Section IV it will now read "If the borrower is from Berks County use the wallet/keychain combo cards with the ACCESS PA logo printed on it and fill in the borrower's name. If a patron has a library card with and ACCESS PA sticker belonging to another library outside of Berks County, they may be issued a white keychain style card without the ACCESS PA logo. Write the barcode on the application card."

A motion to accept the changes to the aforementioned policies was made by Dr. Kennon Rice, seconded by Donna Shifflet and the Board cast a voice vote of approval.

Library directors were encouraged to write up plans to close libraries quickly due to COVID-19 spread. Abby did not make any changes to the plan from last meeting and is awaiting additional guidance from Stephanie, District Consultant.

Abby provided updates around reopening plans including an instruction sheet for staff and Instructions for Patron Browsing. Kennon and his son finished the Book-Go-Round and dropped it off this evening for use quarantining books. The Borough has been supportive and the timeline for opening the library to browsing was moved up from September 8th to sometime in the next week with existing hours.

Extended hours were proposed for Mondays and Wednesdays from 10am-4pm, 9:30-4:30pm for staff. Tuesday and Thursday 4:30pm-8pm (staff 4-8:30pm) and Friday and Saturday 10am-

2pm (staff 9:30pm-2:30pm). At risk patron hours will be Mondays 10-11am and Tuesdays 4:30-5:30pm or by appointment. The increases would be implemented September 8th. A motion was made by Beth Baxter to accept these increases, Dr. Kennon Rice seconded and the Board cast a voice vote of approval.

Committee Reports:

Finance: none

Personnel: none

Public Relations/programs: none

Volunteer/Friends of the Library: none

Borough Council Report: There has been no new appointment of Borough Representative to the Board. There are new tennis courts being installed that may be available for library programs in the future.

System Report: Board President Laura Yazemboski and Vice President Mindy Cohen attended the meeting on Wednesday August 19. The 2021 funding formula was discussed. It is based on circulation and computer usage at this time.

Old Business: none

New Business:

Donna Shifflet expressed interest in the open Treasurer position and the Board will vote next meeting.

Dr. Kennon Rice expressed concerns over a lack of space for book donations. A “bag of books” drive thru or outdoor book sale fundraiser was discussed. Abby will share this idea with the Friends of the Library president.

Next meeting will also be via Zoom due to the pandemic.

A motion for adjournment was made at 8:24pm by Mindy Cohen, seconded by Dr. Kennon Rice and the Board cast its voice vote of approval.

Respectfully submitted,

Beth Baxter

Secretary

Future Meetings:

September 10, 2020

October 8, 2020

November 12, 2020

December 10, 2020