

Robeson Community Library Board Meeting Minutes

December 9, 2021 (Zoom)

Board President Mindy Cohen called the meeting to order on Thursday, December 9, 2021 at 7:03 pm. Wendy Beard, Kennon Rice, Leah Ruth, Jena Sweigart, Carol Werkheiser, and Laura Yazemboski were present. Alyssa Bushkie was absent with prior notice.

Carol made a motion to accept the minutes from the November 11, 2021 Robeson Board meeting. Wendy seconded the motion.

Leah (acting library director) highlighted parts of the Librarian's Report:

- The library's upcoming calendar includes 10 holiday closings rather than the usual 12 because Christmas and New Year's Day are both on Sundays in 2022. The calendar will also include a staff development day in April for which the library will close, as well as November 25, 2022 (the day after Thanksgiving).
- Books and DVDs have been ordered. The DVDs are arriving; however, staffing and supply chain issues are causing delays in receiving books.
- Leah is considering standing orders placed through the cooperative purchasing agreement. The library must spend 12% of the annual budget on collection development. Leah is in favor of taking advantage of the discounts provided by the cooperative agreement and the streamlined process. She plans to reserve money to buy books for Overdrive. eBooks account for 7% of circulation.
- Book challenges, up nationally by 60%, were discussed at the system meeting. Leah suggests we review our collection development policy in case there are local challenges at the Robeson Library. Leah clarified that there are organized national groups sending individuals to libraries to challenge items with a prepared script. Mindy noted that the DEI (Diversity, Equity, and Inclusion) policy should be posted in the library. Currently there is a reconsideration form (See at end of Minutes) available for a patron who challenges a library item. Leah would like to revise the form to give more information for the reconsideration discussion. These questions would determine whether the patron has read / viewed the entire item, as well as whether there are any critical reviews that have included awards or merits. Wendy cautioned that the library cannot require a patron to read or view the entire work being challenged. She also noted that the library should not alter a standard county-wide form. Leah indicated that the reconsideration form is not a county form; it is specific to the Robeson Library.

After discussion, it was determined that the director would make the initial decision concerning the challenge, and an appeal would be brought to the Board if the patron remains dissatisfied. The response form would include a matrix: Does the item align with the collection development policy and the DIE or does it not? Kennon asserted that the policy should be clearly defined. The reconsideration policy revision would be within the current collection development policy rather than a separate section. Leah will share a proposed reconsideration policy at the January 13, 2022 Board meeting.

Because of budget considerations, there had been prior discussion of having one staff member rather than two in the library during less busy hours while the borough office is open. This change in staffing will financially allow the library to be open to the public more hours, thus allowing the library to meet the System requirement of 45 hours per week. The staff has not started to work with only single person staffing the library. Wendy pointed out that the borough is inconsistent with their office staffing because of their own staff changes and vacancies. Leah noted that

there are difficulties in scheduling single staff members because of individuals' different requirements that allow them to be available for their other responsibilities outside the library. The library also continues to advertise for a library aide. Jena was able to remove the library aide advertisement in order to re-post it in early 2022 to give it a "new" status. Jena also renewed the director position on FaceBook for 27 days. Wendy noted that Pitt has an online program for library science that would allow a local person to enroll. This would make Pitt a potential school for advertising the library's open positions.

The library has hired a new bookkeeper – Jeanine Metzler – today, 12/9/2021. The second applicant will be notified by Jena of the library's decision to hire someone else.

Wendy reviewed the financial forms. The library credit card will need to be reinstated so Leah will be able to order materials from Amazon and other online providers. There was a discussion of the contribution of the borough in terms of the value of the library space. However, Leah read on the funding form that no in-kind benefits or rental can be considered as part of the monetary contribution to the library.

Brenda (bookkeeper), Wendy, Kennon, and Laura attended a Zoom meeting on Thursday 12/2/21 to plan the 2022 budget. The budget includes a large donation not yet received (Janssen). The 2023 budget will need to include the \$6000+ audit; this year's audit will cost approximately \$2500. It is possible that the new bookkeeper may be able to complete the payroll responsibilities at a lower cost than our current provider. Wendy and Mindy noted that the public relations cost included in the budget is necessary to allow the library to attract more patrons. Kennon made a motion to accept the 2022 budget, and Jena seconded the motion.

Mindy noted the need to organize appreciation for the staff early in the new year.

The Friends of the Library are selling library shirts ("I got booked at the library.") for \$15. The cost of the shirt is \$9, allowing for a \$6 per shirt profit. Carol suggested selling book marks. Jena suggested a car cruise, which her father has successfully organized. Wendy noted that a raffle basket might be a good idea in the summer. The wish tree is currently available in the library for patrons who wish to contribute.

Kennon will check with Leah that the Book-Go-Round is no longer needed, then will dismantle the device if it is no longer in use.

The meeting was adjourned at approximately 8:20 by President Mindy Cohen.

(Respectfully submitted by Laura Yazemboski on 12/18/2021)

Robeson Community Library
Request for Reconsideration of Material

Challenged Work

Title: _____

Author/Performer(s): _____

Copyright/Issue Date: _____ Publisher/Producer: _____

Type of Work

Book Periodical Recording Video Other (specify) _____

For what age group did you feel that this item was produced? _____

What would you like the library to do about this item:

Re-evaluate its inclusion in the collection

Other: _____

What parts of this item did you read/hear/view (please be specific): _____

What do you object to in the work?

Language General tone Attitude of author/artist

Historical/factual/scientific distortion Other _____

Specific passages (please list): _____

Other comments (attach additional sheets if necessary): _____

Request initiated by _____

Address _____

Phone _____ Date _____

Signature _____

(10/2009)