

Robesonia Community Public Library

Board of Trustees Meeting Agenda

June 11, 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 were Beth Baxter, Abby Brunner, Mindy Cohen, and Carol Werkheiser.

Absent: Erica Ziegler

Visitors and potential Board members: Kennon Rice, Donna Shifflett, Deborah Fegley, Wendy Beard, Alyssa Bushkie.

Approval of minutes: Beth Baxter made a motion to approve the minutes and Carol Werkheiser seconded it. The Board cast a voice vote of approval.

Treasurer's Report:

Tracy Cadwallader stepped down due to complications in her pregnancy and there was discussion around a potential replacement. Financial reports from bookkeeper, Brenda Fulop, were reviewed and reduction in expenses were noted due to less purchasing of material and less payroll as staff is furloughed. Less income reported due to lack of fundraisers. Mindy Cohen made a motion to allot \$6500 for purchasing materials to be revisited in 3 months. Beth Baxter seconded it and the motion passed with a voice vote of approval. Carol Werkheiser made a motion to approve the treasurer's report and Beth Baxter seconded it. The Board cast a voice vote of approval.

Correspondence: Laura Yazemboski reports correspondence with Stephanie from Central office regarding audit procedures that require a budget of \$12,000 every three years.

Librarian's Report

Library was closed in May so no statistics to report. E-books circulation was 174 in April and 199 in May; there were 4 virtual youth programs in May down from 7 in April.

Abby attended the Virtual Directors Forum on May 27, June 3 and 10, the Virtual Youth Services Chat on May 27, June 3 and 10 as Leah, Youth Services Coordinator is furloughed, and the District Agreement Meeting on May 26. She also attended READSquared training on May 27, the Office of Commonwealth Libraries Webinar, Summer Reimagined on May 29 and Virtual meeting with Reading District and BCPL System Libraries on May 29.

Library redecoration and T-Moblie Wifi Hotspots are on hold until the library re-opens.

We are in need of 4 Board Members now that Carlos Jenkins and Tracy Cadwallader have stepped down. Office of Treasurer needs to be filled.

Virtual Summer Quest (reading) began June 8th- August 15th and Abby has been planning and implementing as Leah is furloughed. Abby will also assemble activity bags for participants.

No reply from Womelsdorf Library on Conrad Weiser Cares fundraiser.

Abby submitted plans for reopening the library based on suggestions from the Office of Commonwealth Libraries and guidance from Stephanie, District Consultant and Amy BCPL System Administrator. There has been PPE purchased

including a thermometer, masks, gloves, cleaning supplies, hand sanitizer and barriers for the service desks using half of the \$1000 allotted.

Abby has requested the Board recall the library staff for reduce hours in the “yellow phase” and institute curbside grab and go service. Proposed hours of operation would be Monday, Wednesday, Friday and Saturday 9:30-2:30pm and Tuesday and Thursday 4pm-8:30pm including 30 minutes before and after for cleaning.

Mindy Cohen made a motion to approve the librarian’s report, Beth seconded it and the board cast a voice vote of approval.

Committee Reports

Finance-none

Personnel-none

Public relations/programs- Mindy Cohen raises issues of diversity and inclusion in books and activities moving forward.

Volunteer/Friends of the Library-not meeting right now but we have received take and make bags to distribute from BCPL Friends.

Borough Council Report-Erica absent, Abby has sent a thank you note and correspondence for their continuing financial support.

System Report-none

Old Business

Bingo Storage- Laura has supplies stored in her home for now.

New members- Donna Shifflett expresses interest in joining and intent to sign paperwork anticipation of a vote of confirmation at the next meeting. All other prospective members will consider. There is a need for a Treasurer and check signers. Mindy Cohen has volunteered to sign checks in lieu of a Treasurer for now.

New Business

Visitors and prospective board members, Kennon and Wendy offered discussion about new audit preparers for 2021. The general meeting was adjourned at 8:16pm.

Personnel Committee

Abby requests part-time hours and 30 hours for both her and Leah begin immediately to prepare for reopening of the library for curbside pickup. A discussion of one week of preparation with Abby and Leah alone and a second week with all part-time staff was made. Mindy Cohen made a motion to bring Leah back for 30 hours of employment a week on Monday June 15. Carol seconded it and the board cast a voice vote of approval. Beth Baxter made a motion to bring the rest of the staff back to work on June 22, Mindy seconded it and the board cast a voice vote of approval.