

# Robeson Community Public Library

## Board of Trustees Meeting Agenda

April 8, 2021

### Call to Order:

Meeting was called to order, via Zoom due to the pandemic, at 7pm by President Mindy Cohen. Present were Beth Baxter, Wendy Beard, Alyssa Bushkie, Susan Eshleman, Kennon Rice, Jenna Schweigart, Carol Werkheiser, and Laura Yazemboski.

Absent: none.

**Approval of Minutes:** There is a revision on page 2 as the donation from Friends should read \$2000 not \$200. Board Secretary Beth Baxter will amend and submit to Susan Eshleman, director. Otherwise, Jena made a motion to accept the minutes with the amendment, Laura seconded and the Board cast a voice vote of approval.

### Treasurer's Report:

Board Treasurer Wendy Beard provides no report as bookkeeper Brenda Fulop did not submit documents yet this month. Wendy will check in with her to clarify budget and spending.

### Correspondence:

Director Susan Eshleman addresses the recent mail fundraiser as she has thank you notes ready to send and reports 11 responses already. Eileen will keep track of the donations at the library.

### Librarian's Report:

Director Susan Eshleman presents report. Monthly statistics include one adult registration, 2131 items circulated, 39 computer users, 7 WIFI users, and 1153 library visitors. Facebook statistics include 242 reached for Story Time, 492 reached for Myster Book Bag sale with 15 bags purchased total, 127 reached for Book Club, 365 reached for Teen Book Drops with 5 boxes take, and 138 reached for System wide Initiatives. Teen time reached 252 via Facebook, WIFI advertising reached 7, New Books reached 48, Libby Training reached 45, Museum passes reached 125 and Art Attack reached 360.

Youth Services Director Leah Ruth attended Train the Trainer: Child Youth and Development CE as well as Collaborative Summer Library Program: Summer is Coming and You are Not Alone CEs.

Susan attended CEs including Preparitn for summer Reading 2021, Getting Your Board to Fundraise, and will attend Director's Institute on Wednesdays until April 21.

Directors' Forum on March 9, New Directors' cohort March 12, Library Directors' meeting March 23 and Quarterly checkup with Stephanie Williams on March 26.

The quarterly District Initiative continues with Advocacy Toolkit having patrons send postcards to state and local legislators. 9 adult cards have been taken and 12 children's cards were taken.

Susan had a Zoom meeting with Allison Swoyer from CWMS on March 31 to discuss programs and changing library staff district wide. Susan provided information on program ideas and communication.

Summer Quest will be Monday, June 7 through Saturday, August 7 or 9 weeks total.

Leah will continue to do virtual Teen Time and is planning outdoor story time starting in April or May, weather permitting. Susan will check with the Borough about using outdoor space as well as a Board liason from the Borough Council.

There is a Longwood Gardens read and free ticket give away ongoing. Leah is offering Art Attack in April and STEM packs in May. There will be story time at the YMCA this summer at their camps on Thursdays. Free Comic Book day in August will be celebrated.

Director on site hours have been extended from 19 to 25 hours. Youth Service Coordinator on site hours have been extended from 17.5 to 20 hours.

Library hours will be extended beginning May 1. They will be as follows: Tuesday/Thursday 2pm-8pm (staff arrives at 1:30pm leaves 8:30pm due to cleaning), Saturday 10am-4pm (staff leaving at 4:30pm). Total hours will go from 27-34 with goal of back to 50 hours by June or July.

A new aide will need to be hired for during the week as Sara is no longer available. An ad will be run in the Reading Eagle, on district email and our website to find someone by May.

A former Board member has asked for new position for Autumn and one patron has asked for volunteer work.

Susan will also attend upcoming Borough meetings to introduce herself.

Mindy, Wendy and Susan met and planned that a summer schedule will be posted next week, encouraged a year's worth of activities included movie nights and book recommendations/discussions. Outdoor activities were encouraged for now due to the pandemic.

Kennon Rice made a motion to accept the librarian's report, Beth seconded and the Board cast a voice vote of approval.

**Committee Reports:**

**Finance:** none.

**Personnel:** a bookkeeper search continues and a committee was created with Wendy Beard as chair and Mindy Cohen, Alyssa Bushkie and Laura Yazemboski members.

**Public Relations/Programs:** Fundraising mailer was reported on by Alyssa Bushkie. All letters have been sent out, thank you letters and post cards are ready to go for replies.

**Volunteer/Friends of the Library:** none.

**Borough Council:** we are still in need of a representative from the Council on the Board. Susan will attend meeting to introduce herself and inquire.

**System Reports:** none.

**Old Business:** none.

**New Business**

A preliminary Long-Range Plan was submitted as a new plan will be needed for approval in the future. Jenna Schweigart expresses concern around paid PTO and sick leave in Policy Handbook. Kennon Rice proposes a committee to update Policies, Employee Handbooks and other Library Documents. Kennon will chair and members include Wendy Beard, Jenna Schweigart, and Mindy Cohen.

**Concerns/Questions:**

Ideas for meditation classes outside and ESL classes were introduced.

Meeting was adjourned at 7:59pm.

Respectfully submitted,

Beth Baxter

Secretary

**Future Meetings**

May 13, 2021

June 10, 2021

