

## **Robeson Community Public Library**

### **Board of Trustees Meeting Agenda**

**May 13, 2021**

#### **Call to Order:**

Meeting was called to order, via Zoom due to the pandemic, at 7:10 pm by President Mindy Cohen. Present were Wendy Beard, Alyssa Bushkie, Susan Eshleman, Jenna Schweigart, Carol Werkheiser, and Laura Yazemboski. Kennon Rice logged in at 8:03 pm.

Absent: none.

**Approval of Minutes:** Alyssa made a motion to accept the April 2021 meeting minutes (the last minutes prepared by Beth Baxter), Jena seconded, and the Board cast a voice vote of approval. Beth Baxter resigned as secretary and Board member via email on 4/25/21.

#### **Upcoming June Meeting**

A unanimous vote was made to meet in person at the June 10, 2021 meeting. The Board will leave space between their chairs, and will wear masks.

#### **Treasurer's Report:**

Board Treasurer Wendy Beard submitted Brenda's financial reports, and reported no areas of note. One check was written for \$873. There were no questions on the financial report. Jena made a motion to accept the Treasurer's Report, Carol seconded, and the Board cast a vote of approval.

#### **Correspondence:**

None

#### **Librarian's Report:**

- Encouraging patrons to name the Robeson Library as their charity of choice on Smile.Amazon.com was discussed. The distinction between this and a wish list for the library on the website was discussed. (This subject is revisited under "Public Relations".)
- As per our district negotiated agreement for Libby (the eBook app), we are in violation of our agreement to spend \$500 for LAST year's requirement. Therefore, we are expected to purchase \$500 worth of books for last year as well as \$500 in eBooks for this year. Susan would like more direction from Stephanie on this requirement.
- What's Missing? Cultivating Inclusive Storytelling/Engagement Through Storytelling and Art – Susan attended this workshop. She left after 2 hours.
- New Director's Cohort – Susan was unable to attend because of a veterinary emergency.
- Foster Child / Adoption – Susan attended a 30-minute Zoom. She is looking into how many patrons take the literature that is offered before planning a program on the subject.
- One application for the part time library aide position has been received. (Following the meeting, Susan offered this applicant the position; however, the applicant declined.)

- Kennon will find a date to have a committee meeting for the employee handbook.
- Extending wi-fi hours: Susan will contact Jeff to extend the hours from 8:00 am to 9:00 pm (or possibly 10:00 pm) depending on the hours the Womelsdorf and Wernersville libraries offer wi-fi to their patrons. Carol noted that the town curfew should be considered. Laura made a motion to accept the extension of wi-fi from 8:00 am to 9:00 pm (with a possible extension to 10:00 pm), Alyssa seconded, and the Board cast a voice vote of approval.
- Game night and book club ideas were discussed. Dates should be scheduled for these by the June Board meeting.
- The annual letter appeal fund-raising results were discussed. \$4,970 total has been donated at the time of the Board meeting.
- Laura made a motion to accept the librarian's report, Jena seconded, and the Board cast a voice vote of approval.

## **Committee Reports**

**Finance:** None

### **Personnel:**

- Personnel Policy - On 5/6/21, Alyssa, Wendy, Mindy, and Laura met at 8:00 on Zoom to revise the Robesonia Library Personnel Policy document. The Fleetwood Personnel policy was used as a model. The original Robesonia document and the Fleetwood document were combined and altered to create a rough draft. Kenneth has offered some useful comments to consider. The committee will meet again to revise the document.
- Bookkeeper Search – Wendy (chair), Mindy, Alyssa, and Laura will meet to discuss the bookkeeper advertisement prior to the June meeting.

### **Public Relations / Programs**

- Leah is advertising the summer reading program, which is outside. She has advertised on social media.
- Mindy suggested magnets with events and dates as a way of advertising.
- Jena suggests a trifold newsletter with activities and brief descriptions of events.
- Jena suggests Facebook Events for summer reading.
- Flyers for each event were discussed, and Susan will make a flyer with a list of all events.
- Jena suggests a link on the library website to Amazon Smile. Jena offers to come to the library to help Susan add this link to the site when convenient.

**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 as 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:** The president and vice president of the Friends are going to be invited to the June 2021 Board meeting. The goal is to have members of both groups attend both meetings.

**Borough Council:** Carol has been designated as the library liaison for the Borough Council. She attends both meetings each month.

**System Reports:** A Zoom meeting is upcoming in May.

**Old Business:**

- Wendy would like to renew the investigation into loaning hotspots to patrons. Laura and Wendy both currently have hotspots checked out from Wernersville. Alyssa has information on the ones the YMCA uses. They pay for data only. Susan will find the cost and plan information for the June meeting.

**New Business:**

- Laura would like to consider opening the library's window shades during open hours as long as the glare is not an issue.
- The Friends of the Library are under the Library's insurance policy. Wendy is going to determine whether we need to keep them on our policy; she will get 2 prices for SRO's insurance – with and without the Friends.
- Lori's Candy in Robesonia is looking for fund-raiser ideas for the library.
- Kennon will schedule a long-term strategy meeting.
- Discussion of fund-raising ideas will be postponed until the June meeting.

**Concerns/Questions:** None

Meeting was adjourned at 8:25 pm.

Respectfully submitted,

Laura Yazemboski

Secretary

**Future Meetings**

June 10, 2021

July 8, 2021

August 12, 2021

September 9, 2021