

Robesonia Community Public Library

Board of Trustees Meeting Agenda

March 12, 2020

Call to Order:

Meeting was called to order by President, Laura Yazemboski at 7:00pm. Present were Beth Baxter, Abby Brunner, Mindy Cohen, Carlos Jenkins, and Carol Werkheiser.

Absent: Erica Ziegler, Tracy Cadwallader

Approval of Minutes: A motion to accept February 13th 2020 minutes was made by Beth Baxter and seconded by Mindy Cohen. The Board cast a voice vote of approval.

Treasurer's Report:

Tracy Cadwallader, treasurer, was absent but sent paperwork regarding the upcoming Bingo Fundraiser, see Old Business. A motion to accept this was made by Carol Werkheiser and seconded by Carlos Jenkins. The Board cast a voice vote of approval.

Correspondence: A letter from the Berks County Public Libraries was submitted regarding 2019 Uniform Requirements and Responsibilities that were in compliance.

Librarian's Report:

Abby Brunner, library director, reports February circulation was down from January by 138 items to 2,255 total. Computer usage was also down to 169 sessions. 3 programs were held with 63 in attendance. There have been 6 programs with 31 in attendance thus far in March.

The Directors Forum was held February 21, Director's meeting & POWER Library training on February 25 as well as District Agreement Meeting on February 27th.

Upcoming meetings are the District Agreement meeting March 19th, Directors Meeting & PA Forward Training March 24, and BCPL Staff Development Day March 27th when the library will be closed to allow Eileen, Leah, Sara, Barbara and Abby to attend.

Library decoration continues with a picture rail system ordered and cork squares as an option in the future. Mindy Cohen offered options for hanging as a donation.

There are two spaces on the Board and the Treasurer position that will need to be filled.

Abby created a survey for patrons on Facebook and at the circulation desk to determine interest in mobile WiFi hotspots. A motion to table a vote around these for another month, was made by Mindy Cohen and seconded by Beth Baxter. The Board cast a voice vote of approval.

Brenda Fulop, bookkeeper is planning to step down as soon as a replacement can be found. Abby will put together a job description and the Board will form a personnel committee next month.

Document Retention policy was in need of approval after review from Brenda Fulop, bookkeeper. Mindy Cohen made a motion to approve this plan, it was seconded by Carlos Jenkins. The Board cast a voice vote of approval.

The Library is taking precautions in response to COVID-19 pandemic including signs promoting handwashing, bookmarks on to County and State websites, removing soft toys, and asking staff to wipe down frequently used surfaces.

Motion to accept the Librarian's report was made by Mindy Cohen, seconded by Carol Werkheiser. The Board cast a vote of approval.

Committee Reports: none

Finance: none

Personnel: Abby will send an email with a job description for bookkeeper.

Public relations/Programs: none

Volunteer/Friends of the Library: getting ready for book sale on Saturday, May 9th Mother's Day weekend

Borough Council report: none

System Report: The West Lawn library is closing

Old Business:

Bingo update: Tracy submitted a report outlining costs to hold the fundraiser with a budget of \$1000 including costs for the hall, supplies and prizes. Total spent is \$708.71 with \$291.29 left for the event as of 3/08/20. Total amount donated was \$1911. There is a need for one more \$25 gift card prize. There was follow up on donations from board members, community members and organizations. Tracy plans to go shopping for food and drink items using money donated by Friends of the Library. There was discussion about possible postponement due to COVID-19 pandemic. Abby will email Tracy about her thoughts on postponement and the Board will vote via email if necessary.

New Business: none

Resignations: see librarian's report re: Brenda Fulop, bookkeeper

Covid-19 Virus: the April 25th volunteer luncheon was rescheduled to June 13th 2020 in anticipation of pandemic.

A motion for adjournment was made at 8:15pm by Beth Baxter and was seconded by Mindy Cohen. The Board cast its vote of approval.

Respectfully submitted,

Beth Baxter

Secretary

Future Meetings:

April 9, 2020

May 14, 2020

June 11, 2020

(no meeting in July)