

Robesonia Community Public Library

Board of Trustees Meeting Agenda

May 14, 2020

7:00pm

Call to order:

Meeting was called to order by President Laura Yazembowski, at 7:00pm via Zoom due to pandemic of COVID-19. Present were Beth Baxter, Abby Brunner, Mindy Cohen, Tracy Cadwallader, Carol Werkheiser and Erica Ziegler. Visitor was Sara Moyer.

Absent: Carlos Jenkins

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

Treasurer's Report:

Tracy Cadwallader reports an audit must be completed by October 2020. There was discussion around appealing for an extension as the fees have increased to \$5,000. Abby reports this is not an option. There is only one company available Long, Barrell & Co. Laura Yazembowski made a motion to move forward with the audit with Long, Barrell & Co., Tracy seconded it and the Board cast a voice vote of approval. Loss of income was discussed as local fundraising has not occurred due to pandemic of COVID-19 and the library's closure. Tracy will check on Bingo receipts and General Journal reconciliation information from Brenda Fulop, bookkeeper. A motion to accept the Treasurer's report was made by Laura Yazembowski, seconded by Mindy Cohen and the Board cast a voice vote of approval.

Correspondence: A letter from Long, Barrell & Co. Ltd. Was submitted regarding the upcoming audit.

Librarian's Report:

Abby Brunner, library director, reports library was closed in April, eBook circulation has increased to 174 ebooks. There were 7 virtual children's programs that Abby has been promoting as Leah, youth services coordinator, has been furloughed.

Abby attended Virtual Directors Forum on April 2, 22, and 29, United for Libraries webinar on April 15, Where do we go next? Webinar on April 22, Feel Good Do Good Webinar on April 23 and BCPL PANO Training webinar on April 28. She attended Virtual Open Forum on April 29 with Executive Director of PaLA, the Virtual District Agreement meeting on May 5, Virtual Directors Forums on May 6, 13, 20 and 27 and Virtual Youth Services Chat on May 6, 13, 20, and 27 as Leah has been furloughed. Abby also attended Picture Books and STEM activities webinar on May 7, Feedback and Difficult Conversations in a Virtual World Webinar May 7, a Virtual meeting with Reading District and BCPL System Libraries on May 8 and Public Speaking and Presentation Skills webinar on May 14.

Library redecoration is on hold until library reopens.

Update on board recruitment. 2 new members are needed. Laura adds there are a few that will attend next month's meeting via zoom.

Wifi hotspots are on hold until reopening.

Abby submits a draft of a re-opening plan based on BCPL System Administrator's suggestions. She has prepared a note for library patrons to inform of such plans to be posted on Facebook and in Robesonia Borough newsletter.

Virtual SummerQuest begins June 8th and a training webinar will take place soon.

The Director of Womelsdorf Community Library has asked us to join a CW Cares fundraising event. Laura Yazembowski made a motion to pursue this, Beth Baxter seconded it and the motion passed via voice vote.

A discussion about purchasing Personal Protective Equipment (PPE) for library and staff was initiated. Abby asked for approval to spend \$1000 for Plexiglass barriers and fabric face masks. She will also look into self scanning devices and options to improve library ventilation. Laura made a motion to approve the spending of \$1000 and Tracy seconded the motion. The Board cast a voice vote of approval.

A motion to accept the librarian's report was made by Laura and seconded by Mindy. The Board cast a voice vote of approval.

Committee Reports:

Finance: none

Personnel: All library staff remained furloughed except Abby Brunner, library director.

Public relations/programs: none

Volunteer/Friends of the Library: May 9 book sale cancelled due to pandemic and library closure

Borough Council Report: Erica states that Borough meetings will also be held via Zoom for now.

System Reports: Virtual systems meeting May 20th.

Old Business

Due to Zoom meeting being cut short, meeting was adjourned at 8:40pm with the agreement to continue with new business the following week.

New Business:

Call to order on May 21, 2020 via Zoom by board president, Laura Yazembowski. Present are Abby Brunner, Tracy Cadwallader, Beth Baxter, Mindy Cohen and Carol Werkheiser. Absent are Erica Zeigler, Carlos Jenkins.

Abby will look into purchasing a video chat subscription through Zoom or BlueJeans to extend meeting times for Board meetings and online programs such as story time.

A discussion of safety shields, sanitizing supplies for library took place.

The formation of committees for fundraising will be considered after new members are found including a new treasurer to replace Tracy Cadwallader, who is stepping down in July. Bingo supplies will be moved from Tracy's home to Laura's.

Mindy Cohen made a motion to have a meeting in July due to ongoing concerns about re-opening in pandemic. Carol Werkheiser seconded the motion and the Board cast a voice vote of approval.

Mindy Cohen made a motion to keep Abby Brunner, library director and Brenda Fulop, bookkeeper, on the payroll through September. Tracy Cadwallader seconded and the Board cast a voice vote of approval.

Zoom meeting timed out.

Respectfully submitted,

Beth Baxter, secretary

Future Meetings:

June 11, 2020

July 9, 2020

August 13, 2020