

Robesonia Community Library Board Meeting Minutes

June 10, 2021

Call to Order

Meeting was called to order, at 7:00 PM by President Mindy Cohen. Present were Wendy Beard, Alyssa Bushkie, Susan Eshleman, Jena Sweigart, Carol Werkheiser, Kennon Rice. Friends of the library Leslie Pirl-Roth and Peg Henderson were also in attendance.

Introductions were done since meeting was in person.

Friends Discussion

Fundraising was discussion; we will work to coordinate so we do not overlap concepts. Prior to COVID, fundraisers held by the Friends included a bus trip, book sales, and fundraising letter. Book sales are traditionally Mother's Day weekend and 4th Saturday in October; Mother's Day includes flower sales; both include bake sales. In Fall, Friends distribute the fundraising letter while the Library Board distributes ours in Spring. In even years, Friends have sponsored garden tours and bus trips have also been held periodically.

Friends recommended to explore LSPA (Library Services & Technology Act) grant for computers.

Fundraising would contribute to salaries, new computers, etc.

Discussion is being had within the system about closing West Lawn library. There has been further discussion on the Penn Avenue corridor and possible merging of additional libraries.

Discussion about the possible waiver of fines in Reading Library/library system.

Friends will discuss extending donation for new/additional DVD's in the collection.

Recommend pairing with Robesonia Redware or Nolde Forest Pottery (Greg Zeiber) for fundraising ideas – Easter Eggs, Pumpkins, etc. Averaged about \$500-600. Mindy raised idea that the Library can fundraise with items, etc. at the Friend's Book Sale.

Appreciation was expressed for the Friends supporting the library and sharing their expertise with the library & the Board.

Raised topic of the yearly calendar forecast of events, fundraising, governance updates, etc.

Approval of Minutes

Two corrections were proposed: Employee Handbook details – Kennon was not on the committee; the handbook is completed and in final draft. In personnel, Kennon was incorrectly named as Kenneth. Alyssa made a motion to accept the May 2021 meeting minutes, Carol seconded, and the Board cast a voice vote of approval.

Treasurer's Report

Wendy reported nothing of note from Brenda's report. The fundraising total is \$5,685. Kennon made a motion to accept the Treasurer's Report, Jena seconded, and the Board cast a vote of approval.

Correspondence

No correspondence.

Librarian's Report

Topics discussed on from our last meeting:

- No advertising was done for Amazon smiles
- We have purchased our \$500 in Libby for 2020; Susan will confirm when we need to purchase FY2021 to be compliant with the policy
- Tomorrow is the next New Directors' Cohort meeting
- There are 2-3 candidates that have applied for the open position; Susan is working to coordinate interviews with at least 2 of the candidates
- WIFI hours have been extended
- Barbara is currently maintaining the website but will teach Susan
- Susan has learned Zoom; if we need a Zoom meeting, Susan will schedule

The Librarian's Report was approved Wendy, seconded Kennon. The board cast a voice of approval.

Committee Reports

Handbook Committee – 2nd meeting originally scheduled for 5/27/21 at 7:30 is rescheduled for 6/22/21 at 7:00.

Personnel

- Concerns were addressed about the quality of the weekly reports and topics discussed at board are not being addressed in a timely manner
- Laura is typing final draft of the Personnel Policy and will be shared with the Board.
- We may have found candidates for the Bookkeeper. We will offer \$15.00/hr which is what we are paying current.

Public Relations/Programs

- Susan has noted the magnets were ordered but have not come in yet
- Again, recommended to ensure Facebook events are posted as Events rather than as a post (more difficult for patrons to find)
- Movie night was cancelled due to rain and has not yet been rescheduled
- Book club is schedule for Monday, 6/14 @ 4:00 PM; has been advertised on the website, Facebook, and flyers
- Recommended to get lawn signs to advertise @ the schools, swimming pool, etc.; check with the fire company about advertising on their billboards
- For re-occurring events, advertising should be on-going. Items that are specific (movie nights, etc.) should be added at least 2 weeks in advance; raised awareness about being mindful of events dates/times
- Game night is yet to be scheduled but may be held for fall for an indoor event
- Look at getting feather banner (tall skinny banner) for the library to draw folks in; recommend looking at BannersOntheCheap.com
- Concerns about limited activity outside of Leah's children's programming
- Website updates were brought up; Susan shared the guide with Jena but website cannot be accessed outside the library

Old Business - None

New Business

- Read the governance documents prior to September when we will resume our governance document
- Next meeting, we will have 2 board members present on topics: Jena & Alyssa will present
- Robesonia Community Day is June 25th & 26th; recommended for Susan to reach out to the Robesonia Street Fair (Facebook page) to setup a table/booth; see if library banner is available to hang on table. Opportunity to solicit interest of type of events & times

- Recommended, in the future, to partner with Robesonia Street Fair, Friends of the Furnace, October Craft fair at Conrad Weiser, Conrad Weiser Homestead

Concerns/Questions - None

Meeting was adjourned at 8:40 PM.

Respectfully submitted by Jena Sweigart / Laura Yazemboski