

SINKING SPRING PUBLIC LIBRARY MINUTES

November 13, 2023

A regularly scheduled meeting of the Board of Trustees of the Sinking Spring Public Library (SSPL) was held on November 13, 2023. Meeting was called to order at 7:01pm

Board Members Present: Tracy Peterson, Lawrence Ross, Carmella O'Toole, Lisa Domeshek, Allison Brophy, Ben Robitzer

Library Staff Present: Wenonah Riegel, Andrea Haas, Randi Zaborowski

Public: None

SSPL Friends: None

FRIENDS OF SSPL REPORT

The friends are talking about doing a Panera Fundraiser in the winter.

Ms. Peterson asked that Mrs. Riegel send the Friends presidents email to her.

Have \$5,535.07 in their account.

The library asked the Friends for \$1500 to help buy new furniture but the request was denied until after they completed the book sale.

The Friends made \$1,255.83 in the book sale held on November 3rd and 4th

The library did not receive any money after the sale.

The Friends have decided to "save money" for next year and not vote on any funds for the library until their February 14, 2024 meeting

REVIEW OF MINUTES

Motion made by Ms. Domeshek seconded by Mr. Ross to approve October minutes. All voted in approval.

REVIEW OF TREASURERS REPORT

Board will have an executive session to discuss the budget for 2024

PROGRESS AND SERVICE REPORT OF THE DIRECTOR

Staff:

- We are advertising for 2 passport agent positions
- Adryan Santiago submitted his resignation 11/12/23 final day will be December 3
- After voting, it was determined that the staff would prefer to have a gift card to Crave Café and a Chinese meal in the library for a staff appreciation dinner in January 2024

Display:

- November is Native American Month

- On display is a Cherokee Tear Dress, dance shawl, and star quilt
- Books with Native themes are on the credenza
- We are also currently displaying knitting/ craft books.

Library Store:

- Mike Adams from Firehouse Coffee will be visiting the library to see our set up.
- The coffee should be arriving sometime next week.
- If all goes well, we hope to have the library store open this month.
- We did a test run having coffee in the library with the Pinochle Group. It went really well. The movable coffee cart works really well. We do need to buy bigger trash cans.
- We have also been in contact with Anita's Biscotti

Programs:

- The Charles Adams program was a success! We had 42 people in attendance.
- Eileen C. unfortunately had to cancel the penny rug class due to a health concern. Hopefully we can reschedule this for a later date.
- The DVD sale has been set up and will run through right before Christmas or as long as the supply lasts.
- December 6th is the holiday open house.
- December 30th from 10 am to 2 pm is the Adult Holiday Mixer. There will be board games, puzzles, a movie, snacks, and door prizes.
- Penn State Master Gardeners have been scheduled the first Saturday of the month from February through July.
- The Night Time Knitters and Crafters group is starting to attract attention. We have scheduled the meeting every Wednesday night to make it easier for people to attend.
So far the response has been positive.

Large Purchases:

- The library has purchased Foam Core seating for the children's area and a love seat for the flex space that matches the previously purchased chairs
- The Quoting Club gave the library \$1,000 donation towards these purchases.
- We still need some furniture to be purchased for both the adult areas and children's areas to complete the space. We are actively trying to fundraise this money.
- The library also purchased a media cart, television, and DVD player. This will enable the library to show movies to patrons in our space. Also, with the addition of our new laptop, we can have multiple staff members participate in online training at the same time. This will be very important in 2024 due to the scheduled spark migration training.

Policy Review:

- Currently, we are reviewing the Library policies. This is also required for the BCPL Uniform Requirements and Regulations (URRS) report.
- Policy reviews are on a two or three year cycle
- There seems to be conflicting information regarding when some of these policies have been reviewed last.
- There is spotty information regarding when the policies were first implemented and what specific years they have been reviewed and approved by the board.
- I have been working to establish a chronological timeline for each policy.

Reports:

- The Plan for State Aid report was completed and submitted.
- The BPL's Uniform Requirements and Regulations (URRS) report is in the process of being completed.
- The signed Berks County Membership Agreement Amendment was sent by certified mail to the Assistant County Solicitor as per instructions

Potential 2024 Grant Application:

- Meeting was held Friday, November 3rd with Jeremey Zaborowski, Randi Zaborowski, and myself regarding applying for the Berks Community Foundation grant in 2024. The project scope would be between \$100,000 and \$200,000.

Heating/Cooling Estimate:

I am still working on getting information regarding the costs. Mike Hart suggested repairing the old unit.

OLD AND UNFINISHED BUSINESS

None

NEW BUSINESS

All voted in approval to adopt SSPL computer and internet policy, service animal policy, customer behavior policy, program policy.

All voted in approval to adopt 2024 closing dates.

Mr. Ross and Ms. Brophy agreed to a new three year term as a trustee.

LIBRARY SYSTEMS MEETING REPORT

Mr. Robitzer will attend the meeting virtually on Wednesday.

Meeting adjourned at 8:03pm

NEXT MEETING OF SSPL: December 11, 2023

NEXT SYSTEMS MEETING: November 15, 2023

