

Robesonia Community Library Board Meeting Minutes

July 8, 2021

Call to Order

The meeting was called to order at 7:03 PM by President Mindy Cohen. Present were Wendy Beard, Alyssa Bushkie, Susan Eshleman, Jena Sweigart, Kennon Rice, Carol Werkheiser, and Laura Yazemboski.

Approval of Minutes

Alyssa made a motion to accept the June 2021 meeting minutes, Jena seconded, and the Board cast a voice vote of approval. The need for the previous month's minutes to be available at least two weeks prior to meetings was discussed.

Librarian's Report

The written report was reviewed. Facebook statistics were discussed (Outdoor Story Time, Outdoor Teen Time, Art Attack, Street Fair, Book Club, VOICES (both younger and older groups), Recorded Story Time, Furnace Creek STEM (Miss Cindy, a CW teacher, led activities at the site), and Movie Night).

Continuing Education = Grant Writing Part 2 – Post Award (Susan) / “Dear Librarian” Author Talk (Leah)

Meetings = New Director's Cohort (6/11), Polaris Users Group (6/16), and Library Directors (6/22)

Promotion of library programs and events was discussed. Board members expressed a desire to advertise earlier and on platforms in addition to Facebook. Signage was discussed. Susan said some sites are blocked; she is seeking help from the library's technical staff. Advertising in various outlets – church newsletters, borough newsletters, pool bulletin boards, library bulletin boards, post offices, Boyer's and other grocery stores, the fire company, etc. – needs to be done on a schedule (i.e. on the first Monday of the month, new schedules are placed at a list of locations in advance of the events).

Kindergarten registration / orientation (possibly middle school orientation) was discussed as an opportune time to sign up students for library cards and to promote library opportunities and programs with flyers, magnets, signs, etc.

Jena offered the example of Myerstown pairing with a Kindergarten, presenting at orientation and / or Open House, then providing a program once a month in the classroom. Perhaps book giveaways might also be arranged as funds allow. Jena volunteered to take on the responsibility for the monthly school visits as the library representative when such a program is worked out with the Conrad Weiser district. Alternatively, it was suggested that Leah could do the reading in the classroom and record the story time (without showing students on camera) to post.

The Librarian's Report was approved Kennon and seconded by Carol. The board cast a voice of approval.

Committee Reports

Personnel Handbook – Jena reformatted and divided the long document into separate documents. These files are posted on the Board's Google Drive. Board members will review the documents and vote on them at the August 12th meeting. As stipulated in the new System agreement, the hours open will need to be changed to 45 total / 7 weekend. Kennon noted that the jeans

stipulation in the business casual dress code seemed to be an out-of-place specification if it is the only stipulation. Adding a no T-shirt (other than those related to library events) policy is planned.

New Business

- **VOICES** (Vision, Opportunity, Inclusivity, Community, Education, Support Youth Group – “a safe drop-in center for youth aged 14 to 21 to learn, eat, be, and grow” – run by the LGBT Center of Greater Reading) / **Public Comments:** Susan noted that a gentleman inquired about the origin of the program. She and Leah answered his questions.

Various quotes and memes pertaining to the inclusive nature (“A library can never be shushed.”) and responsibility of public libraries were published on Facebook by Mindy (See p. 3). One dissatisfied patron posted strong objections about the direction of the library in the comments section. Susan and Mindy sought support from other libraries and the LGBT Center in responding to the comments. Susan expressed concern over safety issues that could arise at meetings. An advocate can be made available to attend future meetings; Mindy offered to attend if necessary. Susan responded to the written comments with a message that public libraries are to include the interests of all viewpoints, and she welcomed input on programming from the patron and the public at large. The patron subsequently removed her comments from Facebook.

Laura noted the importance of public support in terms of township financial contributions to the library’s budget.

- **Membership Agreement with the Berks County Public Library System** – This new agreement was sent by certified mail. Discussion and vote were postponed so all board members could read the agreement more closely. Agreement is required by 9/30/21 in order to remain in the library system with cataloging and funding. The requirements to be open for a minimum of 45 hours per week, including a minimum of 7 weekend hours, were briefly discussed. The library currently does not meet these minimums.

- **Personnel** – Wendy updated the board on the search for a new bookkeeper. She is currently receiving interest in the position only from services, people who work for services, or those looking for full-time employment. She is reaching out to a friend who may be interested or may have some contacts and possibly to accounting instructors.

Susan has interviewed a potential library aide. The aide is checking her schedule for availability.

- **Treasurer’s Report** – (discussed at this point in the meeting) Brenda sent the monthly reports. We are currently over-budget for the year in three areas: mailer postage, insurance, and upkeep for computers and office equipment.

The postage for the fund-raiser envelopes was greater than expected. Susan said Polaris is going to purge addresses, so the list may be more stream-lined next year. Wendy said to stay in budget next year we will need to either increase the budget or remove names from the generated list to maintain a specific maximum number of letters mailed.

Insurance companies are not responding to requests for quotes. Only certain companies insure libraries.

Wendy is not certain what the upkeep for computers and office equipment includes. Susan remembers buying phone batteries and ink drum replacements.

- **Board Member Re-introductions** – Alyssa began serving when an outgoing board member asked Alyssa to replace her position on the library board. Alyssa was attracted to the library because of her sons' love of Miss Sara (Saturdays) and the puppets available for play. She would like to see the library have a full range of children's programs. Her skills include managing teams, working with people, program management and development, and working with children.

Jena enjoyed the activities and events at the library prior to the pandemic. She would like the library to give children and families a safe space to have fun. She brings skills in collaborative management, finance, communication, human resources, technology, digital platforms, and working with children.

Laura and Carol will speak next month.

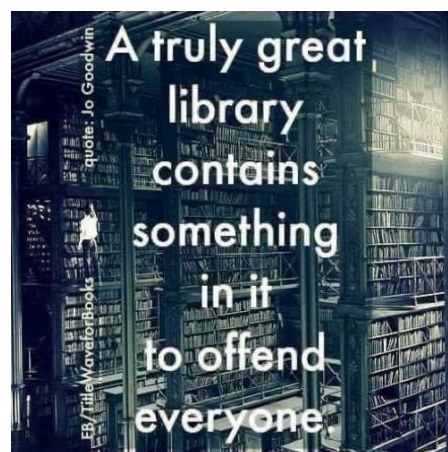
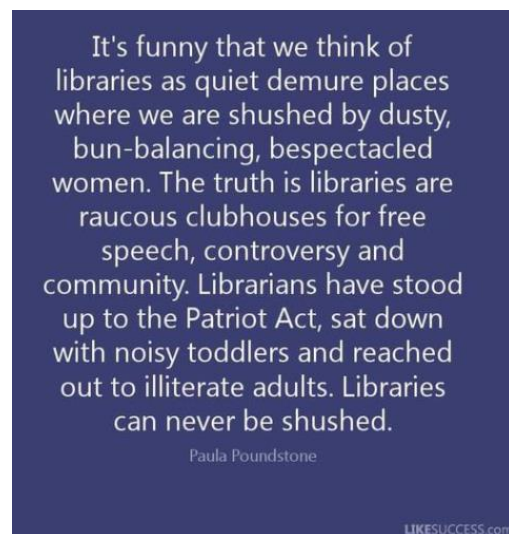
Concerns/Questions – Jena knew of three events where the library could potentially participate: Campfire Program (7/23) at the Furnace, Community Yard Sale (8/7) in the parking lot near the library, and the summer craft show (8/21) at the Furnace. A 50/50 raffle was suggested.

Getting programs and events into the Robesonia newsletter was suggested for the fall.

Laura suggested the idea of a summer BINGO fund-raiser prior to possible COVID complications. Outdoor venues were discussed along with the timelines needed to plan, sell tickets, and avoid overlapping with the Friend's book sale. Tentative dates of 10/2 and 10/9 were chosen. Jena will check the availability of St. Daniel's church; Laura will check St. Paul's.

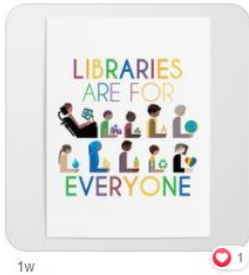
The meeting was adjourned at 8:39 PM by Mindy. Susan strongly encouraged all board members to take three or four yard signs (Storytime, Art Attack, VOICES, STEM, Craftivity) to post.

Respectfully submitted by Laura Yazemboski on 7/9/2021.





Ria Gerasklis



(For future reference)

Notes on the Robesonia Street Fair (Friday, 6/25 and Saturday, 6/26)

- Times: 5:00 – 10:00 both nights. Set up began at 4:00; takedown began at approximately 9:15. If not staying for the fireworks, location of parking and timing of takedown on Saturday is critical due to the large number of people in both cars and chairs in streets and parking lots.

- We used Laura's 8' x 8' tent, one card table (4' x 4'), and two library tables. Larger folding tables would be ideal. We also used folding chairs. We were located on the grass on the driveway side of the library at the corner of the parking lot in order to better stake the tent and to give room for the obstacle course. We were directly behind the baseball throwing water tank, but only about two balls came into the grassy area.

We need a sign to let people know from afar that it's a library tent. Some people were afraid to approach / not tempted / wondered if we were charging \$.

- Friday = Laura and son, Barbara (until 7:00), Kathy B. and daughter (until 7:00); Leah came at 9:20 to help move materials into the library.

- Saturday = Laura and husband / sons, Leah

- There was only one dinner stand at the street fair. Various snacks were available, but only one stand with hamburgers, etc. had very long lines.

- Donations = \$8

- Promotional Materials = Calendar, Magnets, Job Opening, Volunteer Openings, Flyer, .

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Activities

- Choose a duck from a pool – the number on the bottom corresponded to a prize.

- Choose a lollipop – the color on the bottom corresponded to an additional prize (or not).

- Craft bags

- Fire Stick Raffle (\$1 / ticket) = \$35 (Winner chosen by a library patron / child on Monday, 6/28 = Leah)

- SpongeBob aquarium – Get the penny (book) into the book return cup.

- Regardless of whether the pennies went into the cup, guess the number of Tootsie Rolls in a Dr. Seuss container. Winner = Marrison; Guess is 204 / Actual is 212. 53 entries

- Secret agent – Complete the secret agent training (rings, tightrope jump rope, kick ball into target). Receive first clue; move through 4 clues at book go round, borough bench, tennis court, library sign. Tell Laura secret code (Read 4 Life!). Enter to win a \$10 gift certificate to Tony's, Lori's, Walmart, Castaneda's, or other. (Winner chosen by a library patron / child on Monday, 6/28. Winner = Amaya, who had circled Walmart.) 16 entries, with some families entering one paper.