

## SINKING SPRING PUBLIC LIBRARY MINUTES

April 17, 2023

A regularly scheduled meeting of the Board of Trustees of the Sinking Spring Public Library (SSPL) was held on April 17, 2023. Meeting was called to order at 7:00pm

Board Members Present: Tracy Peterson, Jenny Allbee, Lisa Domeshek, Ben Robitzer, Allison Brophy, Lawrence Ross

Library Staff Present: Wenonah Riegel

Public: Becky Wanamaker District Consultant with BCPL

SSPL Friends: None

### FRIENDS OF SSPL REPORT

- No meeting in March
- The book sale was a success.
- Friday's book sale earned \$1200
- Saturday's book sale earned \$500
- The Friends gave the library a check for \$1320 for three Museum Passes

### REVIEW OF MINUTES

Approved minutes without any changes

### REVIEW OF TREASURERS REPORT

Reviewed treasurers report

### DISTRICT CONSULTANT

Becky Wanamaker introduced herself and explained how a library foundation functions. In order to become one the foundation would have its own board of directors, articles of incorporation, and work to get tax exempt status. Some libraries that have a foundation employ someone to run the foundation.

### PROGRESS AND SERVICE REPORT OF THE DIRECTOR

#### **Library Display**

- This month we are featuring gardening books and mysteries
- The sandwich board in the lobby lists museum passes that patrons may check out or are in the works
- A spring background has been added to the lobby "photo booth"

#### **Museum Passes**

- The library is currently working on obtaining and/or renewing library organizational passes for museums, historic sites, and gardens
- The goal is to have the passes in place before summer vacations begin
- The passes are fantastic advertisement for the library

- Patrons must visit the library to check out the pass and they must also visit again to return it
- Passes are not shipped in the bins
- We have been asking local business and donors to sponsor a pass.
- Fabric Mart sponsored the Hands on House pass (\$175 for 2 passes)
- Elaine and Paul Halchak sponsored the Lancaster Science Factory Pass (\$375)
- The Friends of the Sinking Spring Library gave us a check for three passes (\$1320)

### **Programing**

- Currently scheduling programs for the entire year.
- The goal is to have the entire schedule in place before school ends
- The flexibility exists to add other programs if something interesting arises
- This year we will have a garden series, a history series, a craft series, and some programs on animals.
- Charles Adams will return for a ghost story program in October

### **Staff**

- Interviewed applicants
- In the process of checking references and getting clearance for a bilingual candidate
- Held a brainstorming meeting with staff March 31st
- Planned a passport meeting and general staff meeting for May
- Planning a pot luck dinner for staff to build morale

### **Reading Public Library (Main Library)**

- Visited the Reading Public Library
- Examined Reading's "bug zapper" system
- System can be folded and stored
- Kills bed bugs and eggs
- Cost is approximately \$229

### **Rotary Club**

- Attended the Spring Township Rotary Club meeting
- Talked about some of the programs and activities at the library
- Discussed fundraising efforts and the mission of the library

### **Computers**

- Roy from BCPL put two of the desk top computers on WIFI in order to allow more flexibility in their placement in the library
- Need to look into purchasing a lap top for library program power point presentations.
- Some presenters do not have a laptop and just bring a flash drive for their presentation

### **Air Conditioning Units**

- There were a couple of days that the library was really warm/hot
- The air-conditioning units do not seem to be cooling properly
- One day this week the air was on the lowest setting and it was very hot in the library
- The temperature was registered as 78 degrees
- The units may need to be serviced and the coolant levels checked
- Discussed this with the borough manager- Mike said he would call for service

### **Library seating**

- Priced club chairs
- Received 2 quotes on the same style chair
- The Next Generation Furniture quote is \$560.68 cheaper than K-LOG
- The library will ask the Friends group about paying for the chairs

### **Check from Berks County Fine Free Agreement**

- The library received a check on 1/20/23 for \$4,678.50

### **Check from Berks County arrived today 4/17/23**

- Amount 14,656.56

### **Fundraising-Spring Garden Nursery**

- Contacted Spring Garden Nursery regarding a Plant Sale
- Due to time limitations a fall Chrysanthemum sale was discussed instead
- Owner is willing to work with the library
- We should contact him end of July/early August
- Will price another greenhouse to compare
- Another potential fundraiser is holding a poinsettia sale before Christmas

### **Fundraiser- Potential Event location**

- Possible fundraiser event at Eight 20 Events (old Vanity Fair Complex in West Reading)
- Amanda said that she would be willing to comp the room rental for the library
- The venue appears to have a liquor license, but more research needs to be done on this
- There is plenty of parking
- It is recommended that committee should be formed to explore this idea further

### **Fundraiser- Longwood Garden Bus Trip**

- Klein's Bus runs trips
- There is a choice of 2 bus sizes
- The buses can play a Christmas movie
- There is storage for a cooler to provide water bottles for the participants

- Not sure if we will have enough time to plan this before December
- Mike Hart mentioned parking as a concern

#### **Fundraiser- Felted Wool Flower Brooches**

- Making experimental wool flower brooches as a potential fundraiser

#### **Fundraiser-Signature Coffee**

- Firehouse Coffee is willing to work with us developing a private label coffee
- We will be visiting his roasting operation in the near future

#### **OLD AND UNFINISHED BUSINESS**

Still trying to find a new board member.

#### **NEW BUSINESS**

Ms. Peterson asked Mrs. Riegel to email the board a list of potential meeting dates between the board and the Friends group.

Ms. Peterson will be attending the BCPL virtual meeting on how to run a productive meeting which will count as credit towards BCPL.

Mr. Ross brought up creating an email list for patrons to keep them up to date on events happening at the library.

#### **LIBRARY SYSTEMS MEETING REPORT**

Mr. Robitzer will attend the May meeting.

Meeting adjourned at 8:06pm

NEXT MEETING OF SSPL: May 15, 2023

NEXT SYSTEMS MEETING: May 17, 2023