

Robesonia Community Public Library

Board of Trustees Meeting Agenda

September 10, 2020

Call to Order:

Meeting was called to order, over Zoom due to the pandemic, by President, Laura Yazemboski at 7:03pm. Present were Beth Baxter, Wendy Beard, Abby Brunner, Alyssa Bushkie, Mindy Cohen, Kennon Rice, and Carol Werkheiser.

Absent: Donna Shifflet and Borough Council Representative.

Approval of Minutes: Alyssa Bushkie made a motion to accept last month's minutes and it was seconded by Kennon Rice. The Board cast a voice vote of approval.

Treasurer's Report:

Abby Brunner reports as we have not yet elected a Treasurer. We are under budget as we are working with one less staff member and have purchased less materials thus far this year. We have received our main income from Robesonia Borough and the Fritztown Fire Company donated \$1500. Alyssa Bushkie questions the difference in local government funding of \$20,000 from last year and it was explained that BCPL has not distributed all funding this year. Carol Werkheiser made a motion to accept the Treasurer's report, Kennon Rice seconded. The Board cast a voice vote of approval.

Correspondence: none

Librarian's Report:

Abby Brunner, library director, reports circulation was up in August to 1362 items. Curbside pickup has dropped as the library is now open since August 24. There was a soft opening August 17. Computer sessions are up to 20 in August. There were 8 virtual programs.

Abby attended Robesonia Borough Council Meeting August 3, REALM Study Webinar August 4, and Directors Forum August 6. She also attended Anti-Racism webinar August 11, BCPL Systems Board Meeting August 19 and Overdrive seminar August 27.

T-mobile hotspots are on hold.

Virtual Summer Quest ended on August 15, 23 children, teens and adults participated.

Youth Services Coordinator, Leah, will continue to offer craft bags and STEM kits through fall. She donated teen "book drop" kits to Bethany Children's Home and is working on volunteers to read aloud for Thursday Story Time once per month to post to library's Facebook page.

No word from the County on the Berks County Community Needs Assessment completed on June 30.

Volunteer and Personnel policies were updated and a discussion clarified the Board's role in Personnel selection, changed a section on unpaid leave, and clarified inclement weather policies. Tuition reimbursement will remain the same, as well as paying for clearances for employees and volunteers.

Updates to the Volunteer and Personnel policies were discussed. The role of the Board in Personnel selection, the sections on unpaid leave, closing due to inclement weather and termination were discussed for updates at a later time. It was proposed for tuition reimbursement to be set at \$400, as well as paying for clearances for current employees requiring renewal and volunteers. Additionally the number of staff on duty during a shift, meal breaks and an update of volunteer tasks were also proposed.

Abby has put together emergency closure plans as was suggested by the state.

The library will keep the new hours of operation starting Sept 8th till January 1, 2020 due to staff changes and need for 2nd shift for cleaning.

Motion to accept librarian's report was made by Mindy Cohen, seconded by Kennon Rice and the Board cast a voice vote of approval.

Committee Reports:

Finance: none.

Personnel: The job description of Board Treasurer was discussed. They make deposits, monitor bookkeeping and write checks. Laura will email Donna as she has expressed interest in the past. The Bookkeeper position was discussed and Abby provided a job description. Placing an ad in the merchandiser and BCPL webpage was discussed.

Public Relations/programs: none

Volunteer/ Friends of the Library: no interest in drive through book sale, will be distributing fundraising mail form

Borough Council Report: no library representative yet

System Report: There are 3 hours of continuing education required for the Board. Mindy Cohen agreed to attend October training.

Old Business: see Personnel committee report about Treasurer and Bookkeeping position

New Business:

Possible Bag of Books Drive Through Sale fundraiser explored.

Resignations: Abby Brunner states she will be leaving her position as library director after the next Board meeting as she has taken a job with the BCPL System. She will provide a job description for a Personnel Committee Meeting scheduled for September 16th at 7pm via Zoom.

Meeting adjourned at 8:40pm

Respectfully submitted,

Beth Baxter

Secretary

Future Meetings:

October 8th, 2020 via Zoom

November 10, 2020

Personnel Committee Meeting via Zoom, Sept 16th 7pm:

Present: Beth Baxter, Wendy Beard, Alyssa Bushkie, Mindy Cohen, Kennon Rice, Carol Werkheiser, Laura Yazemboski

Absent: Donna Shifflett

Committee discussed resignation of library director. Possibility of interim director was discussed, a job description was revised. Mindy will finish it and send it to Stephanie at BCPL to post.

Budget concerns were addressed in terms of salary offered, being over budget in the past few years and possibly only being funding 5/12ths from the state in 2021. Carol and Mindy will attend Robesonia Borough Council Meeting on October 5th to inquire about funding. Laura will attend Heidelberg Township meeting on September 24th and North Heidelberg in October.

Adjourned at 8:03pm

Personnel Committee Meeting via Zoom, Sept 23rd 7pm:

Present: Beth Baxter, Wendy Beard, Mindy Cohen, Carol Werkheiser, Laura Yazemboski

Absent: Alyssa Bushkie, Kennon Rice, Donna Shifflett

3 responses to ad already for director and committees were formed.

Personnel will consist of Mindy Cohen, chair, Kennon Rice, Wendy Beard, Laura Yazemboski and Alyssa Bushkie.

Good-bye committee will consist of Beth Baxter, chair, Carol Werkheiser, Laura Yazemboski and Donna Shifflett.

Adjourned 7:35pm.