

Robesonia Community Library

Board of Trustees Meeting

9 September 2021

1. Call to Order 7:00PM by President Mindy Cohen in a Zoom Meeting
2. Present include: Mindy Cohen, Leah Ruth, Alyssa Bushkie, Jena Sweigart, Carol Werkheiser. Kennon Rice took minutes
3. Alyssa moved to accept the minutes from August, Kennon seconded. Minutes were approved by voice vote.
4. Librarian's report:

5. Update on HR Issues
 - a. After, Leah initiated the idea, it was agreed that Leah would begin acting at interim director and assume the title of acting director. Mindy asserted that compensation appropriate to the position would follow, as it did in the previous instance of Leah assuming this position when Abby Brunner ceased serving as director.
6. Director Issues,
 - a. A meeting of the hiring committee was called for Wednesday 9/15
 - b. The joint position with Womelsdorf will no longer be pursued due to Womelsdorf continuing independently and concerns about how the county is perceiving the implications of a joint director.
 - c. There is a continued concern about filling the bookkeeper position and we may need to consider raising the wage for the position.
 - i. Jena asked if it might be cheaper/more accessible to pay by the service rather than hiring a position. Skepticism was expressed that this would be cheaper.
 - ii. Jena asked about the possibility of a temp filling the position or an accounting student.
 - iii. Alyssa did a quick search and found that \$15 an hour is not out of step with what many are advertising.
 - iv. A question was raised as to whether we are advertising in the right places.
 - v. Will be shared with Berks Encore as another possibility.
7. Financial- Wendy
 - a. No concerns were expressed about the latest financial statements.

- b. There was a request from the Borough (during their September meeting) for an annual financial report. It was indicated that the library usually submits this annually, but did not do so yet this year. There was also a request for a breakdown of library usage by municipality.
 - i. It was decided that we would look for the 2019 annual financial report to use as a template for a current report. We would also attempt to contextualize the report with a breakdown of cardholders or usage by municipality as well as proportion of budget contributed from the other municipalities. Mindy, Carol and Leah will meet tomorrow (9/10/21) to try to get the data together. A comparison of the current year to the usual situation should also be shared to show the exceptional current circumstances and the financial struggles of the institution in recent years. It should be noted that we also are required by the county to be open more hours in the coming year than in past years.
 - ii. Carol will look into getting on the Borough agenda for next month in order to make a presentation about current budget.
8. Grant Opportunity
- a. A grant proposal for the Berks County Community Foundation rolling grant for special projects is in preparation (Alyssa & Wendy). Because it is rolling there is no deadline, but the hope is to conclude the proposal relatively soon. One idea is to create a story walk. We may want to table this idea until we have a new director to spearhead the idea given the other stresses on the board and interim director right now.
9. New Business
- a. Vote on DEI statement
 - i. We will vote by email over the weekend about the Diversity, Equity, and Inclusion statement from the three options that were sent to us via email. The hope is to have the vote tallied by the end of the weekend.
 - b. Contract with BCPL
 - i. Voted to approve the contract was passed.
 - c. Fundraising- come with ideas (if there is time)
 - i. Postponed to next meeting for lack of time
10. Old Business
- a. Bookkeeper Search-
 - i. See above
 - b. Employee Policy Handbook
 - i. Postponed to next meeting for lack of time
11. 2 members make presentation
- a. Postponed to next meeting for lack of time
12. Homework- Two members prepare presentation for next month about who they are, why they are serving on the board, their vision for the future of the library and the skills and

experience they have that they can use as they serve. (We will highlight 2 members each month.)

13. Meeting adjourned 8:17PM

14. Appended documents: September Librarian's Report and potential DEI statements

September 2021 Librarian's Report:

- 1.) Our overall circulation in August was 2266 items (26 days open) compared to July with 2180 items (26 days open). The people count for July was 1231 and for July was 1524.
- 2.) I currently do not have our computer usage stats. The application we use to record the data currently will not open; Jeff is currently working on it. The Wi-Fi stats for August were 32 compared May's 7. There were not any Wi-Fi stats for June or July because there was an issue with the server and not all of the libraries data was properly recorded.
- 3.) We held 16 in-person programs, 2 virtual live programs, and 0 virtual recorded programs this month. The number of programs for each age group are:
 - a. Pre-K: 4
 - b. Children: 10
 - c. Teens: 6
 - d. Adults: 1
- 4.) Meetings/Workshops Attended:
 - a. Leah attended the District/System meeting on August 24, 2021
 - b. Leah attended a webinar on Successful Customer Service on August 25, 2021
- 5.) Youth Services News-Leah has been handing out craft packs and summer-themed Teen Book Drops. The programs that were offered in August were Story Time, Family Movie Night, STEM Time, Art Attack, VOICES, and Saturday Crafternoon.
- 6.) Summer Quest finished on Saturday, August 7, 2021 and Leah hosted a Water Picnic that day. Fifteen Summer Quest participants and five adults showed up for the Water Picnic.
 - a. Leah is still accepting Summer Quest surveys, which is used in the Annual Report.
 - b. The total count of participants are:
 - i. Pre-K: 10
 - ii. Children: 23
 - iii. Teen: 14
 - iv. Adult: 19
- 7.) Leah attended the Kindergarten Orientation on August 17, 2021 and handed out library info and 24 craft packs. Three board members attended CW West's Meet the Teacher night on August 19, 2021 and handed out library info, card applications, and 50 craft packs.
- 8.) Jena dropped off 10 PCs and Jeff from the Systems office picked them up to get them set up. Jeff will be coming in sometime during the next two weeks to set them up.
- 9.) Izannah Bashore and Leah Kistler were offered the library aid positions and they both accepted the positions. Izannah started on September 1, 2021 and Leah K will start on September 13, 2021.
- 10.) Wednesday hours will be extended from 10-4 to 10-8 starting September 15, 2021.

Potential DEI Statements for Consideration of Adoption

Great resource <https://www.ala.org/advocacy/diversity>

Robeson Community Library defines diversity broadly to include age, gender, culture, race, religion, sexual orientation, socio-economic background and ability. Equity refers to fairness and social justice, such as treating people fairly while recognizing different people's needs may differ significantly. Inclusion means the act of including, and making people feel they are welcome and belong as valued members of the community. To create an environment that values and promotes diversity, equity, and inclusion (DEI) requires action and engagement. The Robeson Community Library actively supports and continues to enhance the advancement and celebration of DEI in the library system through our diverse collections, inclusive programming, responsive services offered, and other means.

Diversity and inclusion go beyond simple tolerance to embrace and celebrate individuality by developing practices that recognize and respect all people and their points of view.

The Robeson Community Library recognizes and actively affirms the dignity of those it serves, regardless of heritage, education, beliefs, race, income, religion, gender, age, sexual orientation, gender identity, and physical or mental capabilities.

The Robeson Community Library understands that an acceptance of differences can place individual and collective values in conflict. Nevertheless, the Library is committed to fostering an environment of understanding and respect. The library acts to ensure that people can enjoy services free from any attempt to impose values, customs or beliefs that are in conflict with our commitment to diversity.

The Robeson Community Library makes diversity and inclusion a priority in planning and decision making for staffing, collections, services and organizational change.

This Library is dedicated to creating an inclusive, welcoming, and respectful organizational culture that appreciates and supports individual differences.

The Robeson Community Library is committed to cultivating an inclusive environment where everyone feels welcome, and differences are valued and respected. We embrace and support the spectrum of human and social identities and strive to create and maintain equity for all employees and users.