

PrPL Meeting of the Board of Directors for Thursday, January 27, 2022

The In person meeting was called to order by President F. Hylton at 9:04 A.M.

Present: F. Hylton, S. Holloway, S. Dolan, S. Drauschak, P. Whittaker, W. Yohn, M. Lipsky

Absent: D. Arms, B. Brogley

ACTION: S. Holloway made a motion to approve the BOD meeting minutes for December 16, 2021. W. Yohn seconded the motion and it passed unanimously.

Conflict of Interest: All Board members are to sign a Conflict of Interest form yearly. Board members that were present signed the forms and they were given to M. Lipsky. Forms will be sent electronically to D. Arms and B. Brogley. The forms will also be sent via postal mail.

Committee Reports

Finance (S. Dolan – chair)

Several questions were asked and answered about the updated 2022 Budget that M. Lipsky sent to all members. M. Lipsky would like to send Appeal letters in April. Several Board members suggested sending a follow-up letter or postcard after the initial mailing.

ACTION: S. Dolan made a motion to accept the updated 2022 Budget. S. Holloway seconded the motion and it passed unanimously.

M. Lipsky had 60 hours of unused vacation from 2021 (\$1500). Vacation time is not carried over to the next year. It was suggested by D. Arms and discussed at the Finance and Governance committees to pay M. Lipsky, Interim Executive Director, a one time payment for the unused 2021 vacation time.

ACTION: S. Dolan made a motion to make a one time payment to M. Lipsky, Interim Executive Director, for unused (60 hours) vacation time from 2021. S. Drauschak seconded the motion and it passed unanimously.

A discussion was held about the 2022 Budget Line item 1432 – Board Donations. This is a new line item in the 2022 Budget. The question was asked if there should be a minimum amount required or suggested to Board members? Many grant applications require 100% of the PrPL Board of Directors to make a yearly monetary contribution to the library.

ACTION: S. Dolan made a motion to amend the Board of Directors Responsibilities policy, (under Development section) to add: Suggested amount \$100 per board member. F. Hylton seconded the motion and it passed unanimously.

Development (P. Whittaker – chair)

Suggestions for a Spring Fundraiser are:

An evening event at the Pottstown Regional Public Library, celebrating the 100th Anniversary of the PrPL – possibly a Thursday evening from 7-9 PM in May. It will be lighter into the evening and hopefully, warmer to have the library doors open. Thursday, May 19, 2022 was decided for the date and **changed to Thursday, May 12, 2022** due to the Friends of the Library Book Sale on May 20 and 21, 2022.

Wine and cheese, and veggie and fruit trays could be served. F. Hylton will talk to E. Dugan, the owner of Grumpy's Handcarved Sandwiches to see what winery he used in the fall of 2021 for a Pottstown event. S. Dolan volunteered to help with the food.

P. Whittaker asked M. Snyder if he would speak about the history of Pottstown and the library.

Some historical exhibits could be set up by the Historical Society and possibly be left in the library for the summer.

S. Dolan volunteered to make baskets to raffle. A silent auction could also be held. Board members will be asked to contribute to the baskets and/or silent auction.

Advertisement ideas include flyers at the circulation desk, FaceBook and other social media, PrPL website, Sanatoga Post, Mailchimp, and the Friends of the Library.

Tickets will be sold for \$25.00 if purchased before the event and \$30.00 if purchased at the door.

Small music groups from Pottstown School District, Pottsgrove School District, and the Hill School could be invited to provide music for the event. M. Lipsky has contact information for the schools.

Second possible Fundraiser (Summer or Early Fall)

An event – (tea party?) held at the Three Daughters Inn, 1016 East High Street, Pottstown. D. Arms mentioned this at the December 2021 Board meeting. Maybe a Sunday afternoon?

Appeal Letters

Fundraisers should work around the dates that the Corporation and Personal Appeal letters will be sent. M. Lipsky is working on a calendar with dates for Fundraisers and Appeal letters.

Governance

(S. Holloway – chair)

Goals for the governance committee for 2022

- Complete search for Executive Director
- Work with ED to establish goals for ED and governance committee for 2022.

1. Search for Executive Director – timeline, make up of committee

- T. Reed (District Consultant) has been very helpful in setting up the process for us. The committee has agreed to the timeline she created as well as the final draft of a job description.
- It was decided that a member of the Friends should be asked to be part of the committee.
- D. Arms has requested to be on the committee. If other Board members are interested in being on the interview committee, please contact F. Hylton or S. Holloway.
- The committee will have a zoom meeting with T. Reed on February 7th at 2:30 PM to discuss the specifics of the next steps in the hiring process.

2. Potential board members

- Potential candidates are still needed from Pottstown, West Pottsgrove, and Upper Pottsgrove. S. Holloway has contacted a possible new Board member from Upper Pottsgrove.
- M. Lipsky will put an announcement in the PrPL's newsletter asking anyone interested in becoming a Board member to contact the library for information.

Property

(B. Brogley – chair - absent)

M. Lipsky will be looking at the 2018 Property report created by former Board member, C. Elliott, to update and prioritize.

F. Hylton has been in contact with J. Keller, Pottstown Borough manager, to help with the library's parking lot flooding issues. She asked if the Borough has any engineers or parking lot experts that could advise us.

W. Yohn suggested that eventually the concrete blocks at the Washington Street entrance be replaced with a more permanent solution. F. Hylton said J. Keller recommended continuing the sidewalk and curbing along Washington Street.

W. Yohn asked when the last time the main locks were changed on the PrPL doors. M. Lipsky said it had to be before she started at in the library in 2018 – possibly 2016. M. Lipsky will research the cost to replace the locks.

Director's Report (M. Lipsky – Interim Director)

M. Lipsky's extensive reports follow the minutes of the meeting.

S. Dolan had a few suggestions for information not found on the PrPL website. M. Lipsky is planning on updating the website with N. Forst.

Friends of the Library

The Friends of the Library made \$5000 in book sales last year. The book sales for 2022 are: March 18th and 19th; May 20th and 21st; August 26th and 27th; November 18th and 19th.

February 2022 meeting dates:

Wednesday, February 16, 2022: Development at 10 AM; Governance at 11 AM.

Tuesday, February 22, 2022: Finance at 3:30 PM; Property at 4:30 PM

Thursday, February 24, 2022: Board of Directors at 9:00 AM.

Adjournment:

The meeting adjourned at 10:42 AM.

Minutes submitted by S. Drauschak, Secretary of the PrPL BOD

Reports from M. Lipsky, Interim Executive Director:

Director's Report January 2022 – M. Lipsky, Interim Executive Director

COVID-19 Update:

- **NEW: Updated Covid Protocol** to match OSHA and CDC guidelines. Main difference is quarantine has dropped from 14 days to 5 days. All staff is encouraged to get vaccinated and boosted, but it is not mandated.
- **Hours of Operation** have not changed since last meeting: Monday, Tuesday, Wednesday = 10 AM to 8 PM, Thursday & Friday = 10 AM to 6 PM, Saturday = 9 AM to 4 PM
- **Programming:** I am meeting with the New Youth Librarians and our new Head of Adult Programming to evaluate and make changes. My goal is to have a more robust programming offering throughout 2022.
- **Masks are required** for all who enter the library. Due to unstable exposure numbers, we will remain requiring masks. Curbside is still offered to accommodate those who are leery of entering the building.

Trustee Notes

- **Continuing the search for new board members:** to fill in gaps for the upcoming year. The board is currently at 8, we would prefer the number to be 9 or 11. A goal of diversity has also been discussed. A list of candidates was discussed at the Governance committee meeting on 1-19-2022.
- **Board Introductions:** I want to extend a welcome to each board member to have a meeting with me to discuss and clarify any questions you might have, and to discuss committee topics. Feel free to contact me at any time.

Polaris Upgrade Update

- **Polaris 7.0:** MCLINC is still working with Polaris to smooth out some difficulties. As issues arise, we are submitting support tickets. So far there has not been any issue that drastically effect the functioning of the library. N Forst is the point person for PrPL.

Staff & Volunteers

- **New Staff:** December 13th we welcomed C Shachter – Circulation Library Assistant, and Z Lipsky – Page. On January 3rd we welcomed L Wrenn – Youth Librarian. On January 10th we welcomed H Flyte – Passport agent.
- **Staff Resignation:**
 - December 2nd T Iezzi (Mac & Bookkeeper) was let go. Also on December 2nd S Iezzi (Processing assistant) and M Iezzi (Page) resigned.
 - December 3rd S Sager resigned due to becoming a snowbird and being unavailable for 4 to 6 months out of the year.
 - December 16th Executive Director H Chang was relieved of her duties, M Lipsky was appointed Interim Executive Director.
- **Department Changes:** S Garner has stepped up to offer help with processing in the absence of S Iezzi.
- **New Hires:** We currently have 16 staff members plus the Interim Executive director. At this time, we are not holding an active staff search.
- **Volunteers:** We are working on COVID safe protocols for volunteers both adults and youth. We have 3 Adult volunteers to help keep the grounds presentable.
- **Employee Handbook:** I have made some revisions to the Employee Handbook due to the recent changes in staff and structure. I plan to present the updated version at the next Governance committee meeting for review.

Continuing Education & Meetings

- **MCLINC Directors Meeting:** I attended the MCLINC directors meeting on Friday, January 21, 2022.
 - I did not join a committee or volunteer to be a liaison. I will wait until the ED appointment is finalized. I fully intend to be an active part of both the district and MCLINC.
- **District Meeting:** I attended the District directors meeting on Wednesday, January 26, 2022.

- Topics discussed: Overdrive cellphone accounts, Pony issues, COVID test distribution.
- **PLA Conference:** The Public Library Association (national) is having their annual conference March 23rd through 25th in Portland Oregon. I am willing to attend. There is also a virtual option. Please let me know the board's preference of how I attend in 2022.
- **Ryan Dowd Training:** I want to have a stronger focus on continuing education for staff as required by the state. I plan to enroll our library in the Ryan Dowd Library training program for 2022.
- **I am planning 4 in-service days for 2022:** March 4th, June 3rd, September 2nd, December 2nd
- **Staff Meetings Scheduled:** 9 AM January 20th, 6 PM February 10th, Director Video Message March 10th (due to in-service day on the 4th), 6 PM April 7th, 9 AM May 12th, Director Video Message June 9th (due to in-service day on the 3rd), 9 AM July 7th, 6 PM August 11th, Director Video Message September 8th (due to in-service day on the 2nd), 6 PM October 6th, 9 am November 10th, Director Video Message December 8th (due to in-service day on the 2nd).

Collections & Materials

- **Statistical reports:** N Forst is now in charge of pulling the reports each month. So far she has done an excellent job in troubleshooting to make sure we have continued accurate reports. Please see Statistical report.
- **Book purchasing:** Book orders are still being completed by J Carraghan for Adult collection. C Johnson and L Wrenn have begun book ordering for the Youth Services Department. They are working to meet the required 12% budget.
- **A goal that has been set is:** We would like to revisit adding bilingual and Spanish publications, increase mental health and diet sections, add materials to aid in American Citizenship applications, and continue to expand our diversity collection. We are also planning to apply for a grant to help us drastically improve and expand our graphic novels sections in youth services and add an adult graphic novels section.

Building & Property

- **Checklist:** I am looking forward to meeting with the Building and Property committee to help make a timeline to get much-needed repairs completed and funded.

Finance

- **Reports:** I have provided the reports as requested for your review. I am happy to answer any questions you might have.
- **S and S Nester Firm:** are our newly hired bookkeeping firm. They both have been instrumental in helping me clean up our accounts.
- **2021 Audit:** B Akins will again be preparing our audit for 2021. I look forward to working with her to help make the process as smooth as possible.
- **2022 Budget:** I respectfully submit the final draft of the 2022 budget for review and approval.

- **Annual Reports 2022:** I will begin working on our State report in the next few days. Once complete, I will be creating an Annual report that can be presented to the public as well.

Friends of the Library: I attended the Friends of the Pottstown Library meeting this past Monday.

Programming & Outreach

Library Wide

- **Mailchimp Newsletter:** We continue to have success with the bi-weekly newsletter. I am working with S Garner to create a list from our registrations to import into MailChimp. This was a task that I thought was being worked on, but found out it was not. My goal is to have the list imported by February 15th. There is a possibility that this will make our account too big for the free version. I will research that and report. Update: I have imported over 300 emails so far, bringing our total to 576. We have up to 2000 emails to keep the account free.

Digital Services

- **Offerings:** We are currently offering computer use, Roku, Hotspots.
- **Our eResources** also include: Ask Here PA, Booklist, Creativebug, Hoopla, Learning Express, Magazines (Overdrive/Libby), Mango Language Learning, Overdrive eBooks, The Philadelphia Inquirer, POWER Library, Reference USA, Tumblebooks for Kids, WOWbrary
- **Website:** The website is regularly updated by N Forst
- **Social Media:** We are currently active on Facebook, Instagram, YouTube and Twitter. These sites are updated by M Lipsky, J Carraghan, and N Forst.

Staff Fundraising:

- **Grocery Bags:** We have left over reusable grocery bags with the Pottstown Regional Public Library Logo on them that we will be selling for \$5 until they are gone. We have approximately 100 left to sell.

Outreach:

- **ArtFusion:** The Youth Services department has renewed partnered with ArtFusion 19464 to offer a monthly program for families in the community room geared for ages 2 to 5.
- **Family Services:** The Youth Services Department is in contact with Family Services of Montgomery County working toward offering a monthly program for families in the evenings.

- **Saint Aloysius Parish School:** A Davis – Middle School teacher at Saint Aloysius Parish School, has requested a partnership for middle school students to volunteer at the library. We completed a full month of volunteering in November of 2021.

Other

- Please see an updated list of tasks we have worked on since the last Board meeting.

Respectfully Submitted by M Lipsky Interim Executive Director

Tasks Completed Since December 16th 2021 from M Lipsky, Interim Executive Director

- Secured Snow Removal Company
- Secured Bookkeeping – created a schedule
- Secured Cleaning Services
- Set 4 in-service days for staff
- Acquired Training program with Ryan Dowd
- Set all Staff meetings for the year
- Made a Saturday Schedule for the year as a base
- Created a Vacation, Sick, etc. tracking sheet for 2022
- Created a new Schedule system for the staff. Schedules will be done a month at a time to allow staff to plan more easily.
- Working on Fundraising calendar for the year
- Working on Grant Calendar for the year
- Finalized the 2022 budget, reviewed with Finance committee
- Began one-on-one biweekly meetings with all staff members
- Completed Application for ARP (American recovery Plan) Grant
- Encouraged staff to research new grants for 2022
- Began the process for PRPL to National Literacy Registry – J Carraghan is working on this
- Cleaned up all personnel files
- Bought new Locking file cabinet for important files & new lock for passport file
- Updated ALL passwords – removed logins for all former employees
- Updated the sign cards for Thompkins Vist bank
- Began process of updating Credit cards in current staff names
- Removed S Davis accounts
- Set up Amazing Raise Profile and have established communication with TCN
- Renewed our membership to TriCounty Chamber of Commerce
- Sent thank you letter and report to First Presbyterian Mission Committee
- Assigned M Velez to be our data manager for our donor list
- Will be migrating from Donor Perfect to Bloomerang
- Sent letter of intent to Pottstown Health and Wellness – J Caarraghan is working on full grant
- Reviewing the Building and Property list from B Brogley – noting urgent items
- Planning phase of updating all policies

- Revised the Employee Handbook to reflect new changes in structure
- Revised COVID 19 protocol to reflect CDC and OSHA guidelines
- Assigned Stat reports to N Forst. We are up to date and current
- Began working on annual report, will create a report for us to hand out to patrons and donors
- Began a “Kudos to You Program” for staff to acknowledge positive behaviors in each other.
- Updated Key list – added section of what keys each person has – all signatures are updated.
- Nicole updated our profile with WFMZ for snow closing reports.
- I began researching updating our 5 year plan
- I joined the mentor program in PALA – I am a mentee and my mentor is a director from Monroeville PA (Near Pittsburgh) – We set goals and will meet for 4 hours per month
- Met with P Uhniat of Orphans and Oddfellows – They are planning on granting us \$10,000 again this year.
- Ordered New Library Cards (Project not completed by former director)
- Researched some water solutions for flood readiness