

PrPL Meeting of the Board of Directors for February 25, 2021.

The Zoom meeting was called to order by President F. Hylton at 9:07 AM.

Present: F. Hylton, S. Holloway, S. Drauschak, O. Boyer, J. Antonio, B. Brogley, P. Whittaker, H. Chang

Absent: S. Dolan, J. Daniels, T. Iezzi

F. Hylton asked that the spelling of the auditor's name, B. Akins, be corrected in the BOD meeting minutes of January 27, 2021. S. Drauschak will make the correction and send the amended minutes to H. Chang.

S. Holloway made a motion to approve the minutes for January 27, 2021. B. Brogley seconded the motion and it passed unanimously.

Committee Reports

Finance

We need to bond the PrPL BOD treasurer. Our auditor, B. Akins, suggested the treasurer should be bonded between \$10,000 - \$20,000. F. Hylton suggested \$15,000. B. Brogley suggested we find out the cost before voting on the bonding of the treasurer. F. Hylton will check on the cost with our Insurance Agency, Pirma Insurance, before our March meeting.

B. Akins will come to a Board meeting after our annual audit to explain the audit and answer any questions. There is no cost for her presentation.

F. Hylton had several questions about the first page of the January, 2021 Budget (Profit & Loss Budget Performance). According to the budget, we have not yet received the State's annual payment in January, 2021. H. Chang said that is correct, and she is not worried that we haven't received the payment.

F. Hylton asked about the payments from Pottstown Borough and the Pottsgroves. H. Chang said the Pottsgroves often need reminders for payments and she will be reaching out to them.

F. Hylton will have more questions about the budget for next month's meeting. P. Whittaker said thank you for the questions, answers, and explanations about the budget.

Governance

S. Holloway shared the goals of the committee: review and update policies as needed; review and update by-laws as needed; and create a new strategic plan. Any Board member may join the Governance committee to help with any or all of the committee's goals.

The committee and H. Chang agreed on observable and measurable goals for H. Chang for the year in the areas of **Collection** (increasing circulation, collection development, and a complete inventory of the library collection); **Programming** (adding additional adult and children's programming via Zoom, add one-on-one computer help, expand outreach for adults and children in the community); **Funding** (work with a volunteer and the Donor Perfect program to create donor lists, attend township meetings to promote the library, prepare and manage the library budget, and apply for grants on a quarterly basis); **Board** (update current policies, personnel handbook and strategic plan, work on creating a capitol campaign to focus on the parking lot and drainage problem, work on the 100th Anniversary celebration and recognition).

The committee discussed the needs of the PrPL Board. The Board lacks racial diversity and would benefit from members with background/experience in banking, business, and technology. Members of the committee will reach out to some potential Board members, and welcome any other suggestions for potential Board members. J. Antonio composed a brief summary of the role of a Board member to be used when speaking with a candidate. J. Antonio also suggested investigating the idea of adding youth members as some local school districts are doing with School Boards.

An overall Library Board assessment was presented by F. Hylton and S. Holloway. J. Antonio created and sent an anonymous online survey of the assessment form to all Board members. There was 100% participation in completing the survey. The information from the survey will be used to determine what further information or training the Board needs to function effectively.

The PrPL's strategic plan (2014-2017) has expired. The first steps in creating a new strategic plan include looking at what the Board knows (the online assessment survey) and doing an Environmental scan – looking at the community and its needs.

S. Drauschak asked about the Conflict of Interest form that all Board members are to sign yearly. J. Antonio will send the form to all Board members to sign electronically or to print, sign and return to H. Chang.

F. Hylton pointed out that the PrPL By-Laws that were updated by the Governance committee in January, 2020 were never voted on and approved by the Board.

B. Brogley motioned to approve the current PrPL By-Laws. S. Holloway seconded the motion and it was passed unanimously.

Development

F. Hylton reported that S. Holloway spoke at the Lower Pottsgrove Zoom Commissioners' meeting in January. S. Holloway prepared a sheet with facts and statistics to share about the PrPL. F. Hylton shared the same information at the Pottstown Borough meeting. O. Boyer tried to join the Zoom meeting for West Pottsgrove Commissioners but there were technical difficulties. He will try again. No one has talked at Upper Pottsgrove's Commissioners' meetings. H. Chang will try to reach out to Upper Pottsgrove. M. Lipsky designed a colorful flyer with information about the PrPL that should be shared with all the Pottsgroves.

F. Hylton is working on the CHAIR-ity Auction. She would like to continue gathering information in March with an online auction in May. We are in need of an auctioneer and anyone with experience with an online auction. F. Hylton has a money total from chair sponsors but does not have a complete list of sponsors. T. Iezzi will work on finding the sponsor names from deposit slips. People will be able to make library appointments to look at the chairs. P. Whittaker asked if we could have the auction inside the library as was done in 2019. The feeling is that many people are still not ready for inside gatherings with the Covid situation, hopefully 2022!

F. Hylton has been looking for facts about the history of the PrPL for the 100th Anniversary of the library. She would like to share facts about the PrPL on the library website, Facebook, and Twitter accounts starting in April. F. Hylton will talk to D. Kerns from the Pottstown Historical Society for his help and/or information about the history of the PrPL.

B. Brogley, F. Hylton, and H. Chang have looked at the bronze/brass plaques from various donors that are in the library. Some of the plaques need polishing and engraving, which could be an expensive project. H. Chang will check with the Trophy & Plaque Shack for recommendations.

Property

B. Brogley referred to H. Chang. The parking lot is an issue. H. Chang is taking applications for an insured maintenance man and will also be looking for someone to remove snow for next year.

Director's Report

H. Chang reported that the library was closed for 4 snow/weather days. K. DeAngelo, Montgomery County District Library Consultant, will become the Executive Director of the Montgomery County – Norristown Public Library. She will continue to be available to answer any questions for H. Chang.

Dues were paid for the Tri County Community Network. Donor Perfect will now be paid with H. Chang's credit card.

An Early Literacy Center is being created in the Children's Department thanks to a donation/grant from H. Chang. It will have books and materials for parents and children, and be dedicated to "Educators in the Greater Pottstown Area."

Some Montgomery County libraries will be opening in March, providing services that the PrPL has already been providing such as curbside pick-up and appointments for browsing. H. Chang is hoping to expand hours and appointments for curbside and browsing in the near future.

The case of L. Kraljevich is moving forward with the PrPL insurance carrier, Pirma Insurance.

H. Chang is continuing the inventory of all library collection materials.

Old / New Business

S. Holloway thanked H. Chang for the spreadsheet of monthly library statistics, as did several other Board members. F. Hylton suggested H. Chang add a "soft" report of monthly happenings and comments to the monthly statistics report. F. Hylton also requested H. Chang work on a tri-fold pamphlet from the annual report for 2019 and 2020, as was done in the past.

Three thank you notes from H. Chang and two other staff members for the Wawa gift cards at Christmas were received and are in the Library Board mailbox in the library.

The next Zoom meeting of the PrPL Board is Thursday, March 25, 2021 at 9 AM.

Adjournment:

S. Holloway moved to adjourn the meeting. J. Antonio seconded the motion. The meeting was adjourned at 10:15 AM.