

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: March 24, 2022 9 AM Library Mezzanine

Board Members Present	Board Members Absent	Staff Present
President: F. Hylton Vice President: Treasurer: S. Dolan Secretary: S. Drauschak Board member: P. Whittaker Board member: Board member: D. Arms Board member: F. Remelius	W. Yohn S. Holloway B. Brogley	Executive Director: M. Lipsky Staff members: J. Carraghan N. Forst M. Velez Guest: M. Sossman, Development Consultant

A quorum was met: Yes

Meeting called to order at: 9:03 AM

Review & Approve Agenda

No changes were made to the agenda.

- **Motion by P. Whittaker to approve the agenda as presented. Seconded by S. Drauschak and passed unanimously.**

Review & Approve Meeting Minutes

Meeting Minutes included the February 24th 2022 Board Meeting Minutes and adopting the Committee Meeting Minutes as recommended for the March Development Committee, Governance Committee, Property Committee and votes to approve the Finance Committee Meeting Minutes to submit for audit.

- **Motion by S. Dolan to approve the minutes as presented. Seconded by F. Remelius and passed unanimously.**

Development Committee Report – P. Whittaker, Chairperson

See attached Development Committee Meeting Minutes from Wednesday, March 16, 2022.

Special guest M. Sossman, Development Consultant, introduced herself. M. Sossman explained her role with non-profit organizations and led a discussion on where Board members feel the library is and how we see the library moving forward. She explained how our partnership with her will work within the guidelines of the Amazing Raise to help with rebuilding our Development and fundraising efforts. The PrPL theme this year will be “Rediscover Us! Welcome In!” M. Lipsky will be ordering banners for the front of the building. F. Remelius suggested asking surrounding school districts for information on their themes and wording of programs they are using.

A lengthy discussion was held on the **100th Anniversary Celebration of the PrPL on Thursday, May 12, 2022 from 7-9 PM.** J. Carraghan shared a proposed flyer and tickets for the event. Board members gave suggestions for the flyer. J. Carraghan will work on the flyer and tickets to have them ready the week of March 28, 2022. The Pottsgrove School District is allowing a table with information about the library and our 100th Anniversary Celebration at the Pottsgrove High School musical on March 31, April 1, April 2, 2022. F. Hylton volunteered to help at the table on Thursday, March 31, 2022. Other Board members are welcome to help during the other evenings. It was decided that various stations will be set-up on all floors of the library during the 100th Anniversary Celebration event, with staff members explaining the library’s many resources and programs. It was suggested to

have a “Library Passport” to be stamped at each station. Appetizers and wine can be served at each station. M. Lipsky is exploring various wineries and wines for the event. It was suggested to contact Wegmans for food options and prices. F. Hylton has already contacted Grumpy’s for food prices. S. Dolan is putting together raffle baskets and items for a silent auction. J. Carraghan shared an idea for a basket he is putting together – writing, journaling, memoir theme with various books, journals, and other writing items. S. Drauschak put together items for 2 baskets. One basket is a dog theme with items for a dog plus a \$25 gift card to PetSmart and the book: Finding Gobi. The second basket is a gardening theme with various items to use for outside gardening or inside plants plus a \$25 gift card to Home Depot and the book: The Last Garden in England. Board members are asked to bring items for raffle baskets or the silent auction to the library. S. Drauschak has volunteered to pick up items and deliver them to S. Dolan’s office in Sanatoga.

Action Items / Next Steps:

- Figure out how many and where tables will be set-up to feature resources and programs offered by the library.
- Figure out the cost per table to share with Corporations and/or Businesses.
- Contact Corporations and Businesses to sponsor the event and/or a table at the event.
- Continue collecting items for raffle baskets and/or items for the silent auction and drop off at the library.
- Send information on raffle baskets and/or items for the silent auction to M. Lipsky. She will be putting together a spread sheet with the information.
- Library staff will be meeting weekly to plan the event. Board members are welcome to come to the meetings. Dates and times will be needed by Board members.

M. Sossman will be meeting weekly with M. Lipsky and the library staff for the next six months as a paid position to help with rebuilding our Development and fundraising efforts. F. Remelius asked to see the contract between M. Sossman and the PrPL.

Executive Director Report – M. Lipsky

See attached Executive Director’s report from M. Lipsky.

- **Face Masks will move to “recommended” as of Monday, March 28, 2022.**

M. Lipsky reported on 2 incident reports. One report for a person that fell and another report for an unruly patron.

Finance Committee Report – S. Dolan

See attached Finance Committee Meeting Minutes from Monday, March 21, 2022.

- **Motion by D. Arms to approve the February Finance reports. Seconded by F. Hylton and passed unanimously.**
- **Motion by D. Arms to approve the purchase of 6 Laptops through MCLINC, not to exceed \$5118. Seconded by P. Whittaker and passed unanimously.**
- **Motion by S. Dolan to approve the change in structure of the Insurance offering to 3 levels – 80%, 90%, 100%. Seconded by F. Remelius and passed unanimously.**

Governance Committee Report – S. Holloway, Chairperson

See attached Governance Committee Meeting Minutes from Wednesday, March 16, 2022.

M. Lipsky sent the Governance Committee 2 sets of goals for the year (overall goals and a second set of four goals

that are observable and measurable). The goals will be reviewed by the Governance Committee at their next meeting in April.

- **Motion by D. Arms to accept with regret the resignation of Board member, B. Brogley. Seconded by P. Whittaker and passed unanimously.**

Property Committee Report – F. Remelius, New Chairperson

See attached Property Committee Meeting Minutes from Monday, March 21, 2022.

No action taken.

Old Business:

- Reviewed the amended **Board of Directors Responsibilities policy** from January 27, 2022. All Board members were emailed a copy plus paper copies were available.
- **Rotary Duck Race.** P. Whittaker explained the Rotary Duck Race, which usually takes place in July. The library receives 300 tickets to sell, and more are available if needed. In the past, the library has earned \$1500 from this fundraiser. D. Arms and P. Whittaker will coordinate this fundraiser.
- **National Library Week** is from April 3-9, 2022. The PrPL staff will be honored in the library on Tuesday, April 5th with a pizza lunch from 1-3 PM. Thank you, D. Arms, for arranging the donated lunch from Ice House, 1 King Street, Pottstown, PA. Buttons from ALA and thank you notes from Board members will be given to each staff member.
- **Sunshine Act Compliance.** We are in compliance with the Sunshine Act.

New Business:

- Discussion and vote on frequency of committee meetings. F. Hylton will talk to each committee.
- Request approval to pay for 2 staff members to be notary public commissioned (A. Heeber and H. Flyte.)

Comments, Announcements, Other Business

- The Friends of the Library held a successful book sale on March 18 and 19, 2022 at the library. Many people attended and sales were over \$1000!
- F. Remelius suggested that we plan a “Senior Day” to share all the resources and materials that are available at the library. It could also include help with technology.
- F. Remelius has furniture to donate from the school district’s library where he is employed. Staff has asked for pictures. F. Remelius will send pictures.

Public Comments:

No comments were made.

Executive Session (if needed):

No Executive Session was held.

Meeting adjourned at: 10:49 AM

- **A motion to adjourn the meeting was made by F. Remelius. F. Hylton seconded the motion and it passed unanimously.**

Future meetings:

April, 2022 meeting dates, to be held at the Pottstown Regional Public Library, Mezzanine:

Wednesday, April 20, 2022: Development at 10 AM; Governance at 11:15 AM.

Monday, April 25, 2022: Finance at 3:30 PM; Property at 4:30 PM

Thursday, April 28, 2022: Board of Directors at 9:00 AM.

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

Director's Report March 2022 – M Lipsky, Executive Director

Operations Update:

- **Masks will move to “recommended” as of Monday March 28, 2022.** Although there is another strain, the risk in the county is low to moderate, and all the municipalities have removed the mask mandates. I asked the staff for feedback at our staff in-service day. Some are still concerned, so I feel this is a good compromise. Curbside is still offered to accommodate those who are leery of entering the building. I have designed the new signage and will have it ready by Monday.
- **Hours of Operation** we are at pre-pandemic operating hours: Monday, Tuesday, Wednesday = 10 AM to 8 PM, Thursday & Friday = 10 AM to 6 PM, Saturday = 9 AM to 4 PM
- **Programming:** Programming is picking up and our spaces are being requested. Feel free to pick up the monthly program calendars at the front desk. These are also posted on our website.

Trustee Notes

- **Ongoing 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 11. We will continue to move toward our goal of diversity. I also recommend looking for potential members with useful skills. For example: Legal counsel, financial or investment specialist, Fundraising specialist, Marketing specialist
- **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. If you would like to come for a tour or an in-depth conversation, let's schedule an appointment together. Feel free to contact me at any time.

Technology Update

- **Laptops from MCLINC:** We will be requesting 6 Laptops to be purchased as part of MCLINC's bulk order. We will be writing the First Presbyterian Church of Pottstown- Porter Brower committee to request funding to cover the cost.
- **Workstations from MCLINC:** N Forst met with our new Envisionware rep. They are troubleshooting our computer issues we had earlier this month. C H. from MCLINC has been a great help as well.
- **MAC info:** N Forst and I are monitoring our technology and asking for assistance from MCLINC when needed. All submitted support tickets have been resolved at this time.

Staff & Volunteers

- **Staff Changes:** I am happy to report there has been no staff changes since December. J Bosco and R Lipsky are planning to return as seasonal employees in May and will help throughout Summer Reading.
- **Passport Training:** C Davis has completed the online Passport training and will now move into hands on training. C Shachter and I will be completing the Passport agent training in the next few weeks. We will then

have 9 passport agents. We are raising the price of passport photos to \$13, which will still be the lowest price. I also want to consider adding more appointments if we have enough agents. I have asked E McNichol to give me an itemized list of passport supplies, both needs and wants, so we can have a better handle on budgeting needs for 2023.

- **Department Changes:** None since last meeting 😊
- **New Hires:** We currently have 16 staff members plus the Executive director. At this time, we are not holding an active staff search. We have one planned Circ staff opening, but we will be reallocating that salary toward a 6-month engagement with M Sossman to get our development plan up to par and working for us!
- **Volunteers:** We are using the new Volunteer forms as listed in the last meeting. Volunteer requests are slow at best. I will be posting volunteer opportunities on community boards for both the library and the Friends.
- **Employee Handbook:** I have made some revisions to the Employee Handbook due to the recent changes in staff and structure. I have a copy of the updated pages and gave the full copy to the Governance committee for review. The Governance committee will recommend adopting the changes at today's meeting.

Continuing Education & Meetings

- **MCLINC Directors Meeting:** MCLINC Directors meeting was held via zoom on Friday March 18th and was followed by a live luncheon to celebrate the retirement of D Belanger from Upper Merion. I attended both meetings.
- **District Meeting:** District Meeting was held yesterday, March 23rd via zoom. I attended this meeting
- **PLA Conference:** I found out that PLA is a bi-annual event and is highly recommended by the directors I have been in communication with. I am attending virtually this year this week. The times are Pacific so I am able to work in the morning here, then I will work from home to be able to concentrate on the classes in the afternoon and evening. We should plan for this bi-annual event in the budget moving forward.
- **ALA Annual Conference in June:** I have enrolled for the ALA annual conference in Washington D.C this year from June 23rd through June 28th. I plan to work at the library on the 23rd, attend the Board meeting, and the Tri-County Chamber Economic Lunch, then will drive to Washington D.C.
- **Ryan Dowd Training:** The staff has been turning in completions' certificates for these training. We will definitely meet our continuing ed credits for all staff members for the next 2 years! I am keeping track of my education credits to report in the state report next year. The Executive Director is the only one who they request proof of continuing ed each year. I am prepared to be able to provide that for next year.
- **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).
- **MLIS progress** – I was approved for the extension by the state to continue my Masters' Degree on March 2nd. In May I will have completed 15 credits of 36. I plan to take classes throughout the summer, fall, winter and spring sessions with a goal of graduating in May of 2023. If you want to see my transcripts, I am happy to share them!

Collections & Materials: No updates – here is what was reported last month still in progress.

- **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:** 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.

Property

- **Checklist:** I am looking forward to working with the Property committee to help make a timeline to get much-needed repairs completed and funded. F Remelius has offered to try to get a digital/editable copy of our current list, so I can more easily update and add to it. We will be making a short-term list and a long-term list.
- **Heating unit needs a motor replacement:** I approved the proposal to get the HVAC Motor replaced. I am still waiting for the repair to be scheduled.
- **Sewer smell:** Hollenbach has not been assisting in a timely manner. We were introduced to A J Ecker by J Keller. J Carraghan will be scheduling the removal of the broken toilet ASAP. We wanted to wait until after the Friend's book sale just in case something went array.
- **Attic cleanout:** I am working on a multi-phase plan to clean up the attic for better storage, and eventually look at renovating for more space for the library. There is an electronic recycling event on Saturday, April 2 where we hope to take our unused electronics.

Finance

- **Reports:** I have provided the reports in the new formats as requested for your review. I am happy to answer any questions you might have. Let me know what you like and what you don't like, and I will make the necessary adjustments for next month. I will set a reminder earlier to make sure you get these reports sooner. Our bookkeeper comes on Thursday's so I will ask for the reports to be ready to run by the 3rd Friday of the month.
- **2021 Audit:** No updates from B Akins.
- **Annual Reports 2021:** The State Report is completed and signed. I have sent it to T Reed for submission. I will be creating the public annual report by April 10th.

Development

- The staff has been working with M Sossman regarding the "Rediscover Us" theme and the event on May 12th.
- We have been approved to have a **table at the Pottsgrove High School Beauty and the Beast performances** to sell tickets to the event and promote library services. This will be SOON... March 31st, April 1st, April 2nd. If any board member can staff the table any of those nights that would be appreciated! Our Page, Z Lipsky is performing in the musical! Many staff members are already going to support him.
- **Bloomerang:** Bloomerang is up and running. M Velez is training and will be our staff point person. As part of our agreement with M Sossman, she will be helping us to make sure we are setting things up properly. She has many official forms that are IRS approved and tested over many organizations.
- **Amazing Raise:** This will be one large arm of our development plan. I am attending the next session with TCN on March 30th.
- **Bulk Mail:** I am working with the post office to make sure our bulk mail permit is connected to the online app.

Staff Fundraising:

- **M Velez is heading up the staff fundraising committee**
- **Grocery Bags:** Still available for a donation of \$5 or more.
- **Youth Services started a Gashapon token fundraiser:** The kids seem to love it. The idea is the participant purchases a token or any number of tokens, then put them into the prize machine. We have a variety of prize levels. The goal is to raise \$100 per month throughout the year.
- **Staff Fundraising events:**
 - Fall Coffee/Tea Fundraiser (Tumbler and custom coffee/teas sale) Sept through December
 - Health & Wellness Festival (Community event & Fundraiser) September
 - Amazing Raise - October
 - Brass Band Cookie Walk – (Community event & Fundraiser) December
 - Paranormal investigation – TBD
 - Considering a local chocolate bar sale to be ongoing.

Grants:

- The **Soroptimists' of Pottstown** have committed to sending a donation to support the Summer Reading Program. We will hear from them following their April meeting.
- The **Orphans and Oddfellows** have invited me to present at their meeting on April 16th regarding what we have done with funding so far. They will also be voting on the final funding of another \$10,000 for 2022 at that time.
- J Carraghan is working closely with the **Pottstown Health and Wellness foundation** on our grant application for \$13,000. I feel confident that our request is worthy, and J Carraghan is doing an excellent job writing this grant.
- I will be meeting with **PNC representative for the Thomas Taylor grant** on Monday, March 28th. This grant usually is for library improvements. I will report back on this in April. The goal is to ask for \$10,000
- We are writing a letter to the **Porter Brower** committee at first Presbyterian Church of Pottstown with a request to cover the cost of the new 6 laptops.
- I will be reaching out to K High at the Borough office to discuss grant options and partnerships with the Borough. She is on maternity leave now.
- L Wrenn has applied for the **Summer Reading Grant from Dollar General**. We are waiting to hear back.
- Next grant focus will be the **Greater Pottstown Foundation grant**. We got \$13,000 in the past from them.

Friends of the Library:

- I attended the February and March Friends of the Library meetings.
- The Friends have agreed to purchase a new fax machine and a new cash register for the library. We will select and purchase and submit the receipt for the Friends to reimburse.
- It was mentioned at the last Friends meeting that some of the members feel there is a better relationship between the Friends and the staff. This is a goal moving forward making sure we all feel like we are on the same team moving toward the same goals.

Programming & Outreach

Library Wide

- **Mailchimp Newsletter:** We continue to have success with the biweekly newsletter. I have found a few registration lists, so I will work on getting those imported for the next round.

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 – we are currently updating out of date materials and copy with new and exciting offers. We have added a page for Sunshine Act compliance as well as a page for the May 12th event and our theme. **Rediscover us! Welcome in!**
- **Social Media: No new updates:** We are currently active on Facebook, Instagram, YouTube and Twitter. C Simmons has started a Tik Tok for the library as well. These sites are updated by M Lipsky, J Carraghan, and N Forst.

Outreach:

- **ArtFusion:** The Youth Services department has renewed the partnership with ArtFusion 19464 to offer a monthly program for families in the community room geared for ages 2 to 5 starting in March.
- **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.

- **Montgomery County Maternal Coalition** – Bi-weekly services in Mezzanine to help match people with resources.
- **Pottstown Eco-Fest** – April 23rd We will have a table and staff there offering children’s activities, bag sale, and information.
- **MOASIC community land trust** – Partnering together for summer reading programming for 2022

Other

- I bought myself (with personal money) a plaque with the Mercury article announcing my appointment as executive director which is hung in my office. Feel free to come see it!
- I bought (with personal money) some navigational signs outside my office door that can be seen while walking up and down the hallway. One says Executive Director with my name, the other says Notary public
- I have asked staff to share pictures of our programs with me. I will be sharing reports from them regarding programs in the future as an addition to this report.

Respectfully Submitted by M Lipsky, Executive Director

PRPL BOARD COMMITTEE MEETING MINUTES

Development Committee

Date Held: Wednesday March 16, 2022 at 10:00 AM

Attendees: F. Hylton, P. Whitaker, S. Drauschak, D. Arms (via phone), M. Lipsky

Opening Business

- Introductions
- Approval of minutes – No previous minutes, Minutes will be submitted moving forward.

Reports

- Committee Chairperson Report: P. Whitaker began showing items she brought for donation toward raffle baskets.
- Library Director Report: Did not get to. This committee is new to the agenda format.
- Fundraising Report: none

Items for Discussion

- Annual Theme Surrounding Development: committee did not like the “Without Us” theme proposed. The staff has changed it to “Rediscover Us” & “Welcome In!”
- Committee Actions: main focus will be the 100th anniversary celebration on May 12th. This was the majority of the meeting
- Other: None

Review of Events/Fundraising Held Since Last Meeting

- Event #1 - None
- Event #2 - None

Overview of Upcoming Events

- Anniversary Event, May 12, 7-9 PM
 - Flyer, tickets: What information should be included? Colors? Sponsors? = PRPL Staff is working on Ticket and Flyer and will present at the Board meeting on March 24th.
 - Silent Auction: Who should collect items? Make bidding sheets? Announce auction winners? – No decision was made
 - Basket Raffle: S. Dolan will collect items and put together baskets. Sell tickets at event with help from at least 2 of us. Announce winners. Friends will provide two baskets. S. Drauschak will

- provide a Dog themed basket and a Garden themed basket.
- Wine: Could each board member donate a bottle of wine for the baskets?
- Brass Plaques: Honor people with Brass Plaques (3 so far) Who? C. Ryce may do this since two of the plaques honor Friends. When? Need a timeline for evening – The 3 honored will be C. Hoss, B. and C. Macowski, and Linda R.
- D. Kerns: Show and Tell short history of library. When? – Max 15 minutes.
- Music: Who will contact? When should they perform? – Did not decide
- Food and drink: Who will be responsible? What should be served? – M. Lipsky has contacted a number of local wine distributors. We also had a quote from Grumpy's for charcuterie boards.
- How to set up room? Decorations? – The staff will man stations highlighting Library services. M Lipsky will get a number of stations ASAP. All staff will be asked to be in attendance and paid for their time.
- Do we want to send out invitations? Plaque recipients should be free. We want Flyers, Social Media, Invitations, Tickets. Limit the amount of Free Tickets as this is a fund raiser.
- Planning for next 6 months: Focus was on the May 12th event

Public Comment

- none

Other Business

- Next Development Committee meeting: April 20th at 10 AM in the Mezzanine

Action Items/Next Steps

Board was asked to gather items for basket raffle and silent auction

PRPL BOARD COMMITTEE MEETING MINUTES

Finance Committee

Date Held: Monday, March 21st, 2022 3:30 PM - Library Mezzanine

Attendees: F. Hylton, W. Yohn, D. Arms, F. Remelius, M. Lipsky

Opening Business

- Introductions – Welcomed everyone to the new format
- Approval of minutes – No minutes were available. Minutes will be recoded moving forward.

Reports

- Board Treasurer Report: S. Dolan was not available for this meeting
- Library Director Report: M. Lipsky provided the 3 requested financial reports. She gave information regarding the purchase of 6 laptops through a bulk purchase with MCLINC. The committee will recommend for approval at the Board meeting. M. Lipsky also met with our rep from our Insurance broker. She proposed that we offer 3 levels of participation and adjust the amount covered by the library at High = 80%, Mid = 90%, low = 100%. The committee will recommend approval of this change.
- Other Report: none

Items for Discussion

- Financial Reports for Previous Month – There was still discussion regarding the format and content of financial reports. There were a few questions in specific line items. M. Lipsky explained that our new bookkeepers are not familiar with the splits the previous bookkeeper may have used. M. Lipsky will ask our new bookkeeping firm to explain the breakdown of the line items in question.

- Balance Sheet – recommended for Board approval
- Profit and Lost with Year to Date Comparison – recommended for Board approval
- Profit and Loss Actual vs. Budget – recommended for Board approval
- Approval of Purchase Requests (more than \$2500): Recommending Laptop purchase to the BOD for \$6000
- Other: none
- Frequency of meetings – Can we move to quarterly? Discussion was started, but decision was not made.

Review of Budget

- Year to Date: Not reviewed
- Actions Needed: None

Review Other Committees Financial Needs/Goals

- Development Committee Progress: New Agenda Item was explained that the Finance committee needs to pay attention to the financial needs of the other committees. We will do a check in moving forward.
- Facilities Committee Progress: New Agenda Item was explained that the Finance committee needs to pay attention to the financial needs of the other committees. We will do a check in moving forward.

Public Comment

- none

Other Business

- Next Finance Committee Meeting: Monday, April 25th at 3:30 PM in the Library Mezzanine

Action Items/Next Steps

- M. Lipsky will work with the bookkeeper on reports.

PRPL BOARD COMMITTEE MEETING MINUTES

Governance Committee

Date: Wednesday, March 16, 2022

Attendees: S. Drauschak, D. Arms (via phone), F. Hylton, S. Holloway, M. Lipsky

Opening Business

- Introductions – Greetings to all
- Approval of minutes from January 2022 meeting. Motion made by F. Hylton, seconded by S. Drauschak; unanimous vote in favor. There was no February meeting due to interviews for the executive director position.

Reports

- Committee Chairperson Report: No report
- Library Director Report: M. Lipsky inquired about the status of a “Give and Get” policy. This policy was discussed by the Board but not approved. However, at the January 27, 2022 meeting the Board approved amending the Board of Directors’ Responsibilities policy to include the following statement under the heading Development:
 “100 percent of the Board of Directors must make an annual contribution to the library that is commensurate with their capacity. Suggested amount \$100.00 per Board member.” A copy of the amended policy will be sent to all board members.
- Other Report: none

Items for Discussion

- Executive Director Goals & Progress Prior to the next meeting M. Lipsky will forward to the Governance committee a maximum of four observable, measurable annual goals
- New Potential Board Members: The committee is interested in recruiting a business person living in the Borough. An advertisement will be sent to TCN by M. Lipsky. S. Holloway will contact the TriCounty Leadership Academy for potential graduates and research a suggested downtown business. The need for Board members from the Borough was mentioned by F. Hylton at the most recent Borough Council meeting.
- Sunshine Act Requirements for the PrPL were explained by M. Lipsky. She and N. Forst have made much progress in getting the library in compliance with the requirements.
- Patron Bill of Rights – all staff members will have the opportunity to provide input prior to final Board approval.

Review of Policies

- Review Employee Handbook – M. Lipsky explained the changes to the handbook that she is recommending. The changes were approved by the committee.
- Library Policies – M. Lipsky and J. Carraghan are reviewing these policies.

Overview of Upcoming Governance Events

- Staff Recognition – On Wednesday, April 6th from 1:00-3:00 pizza will be provided for the staff in recognition of National Library Week April 3 – 9. Board members will write notes of thanks to staff members. Notes will be personalized as much as possible. Board members will receive blank note cards at the meeting on March 24th.

Public Comment

- None

Other Business

- Upcoming Committee Meetings – April 20, 2022 11:15 Library second floor

Action Items/Next Steps

- List items to be completed or in progress by next meeting, list owner
 - M. Lipsky – advertise Board opening with TCN, provide annual goals
 - S. Holloway – research residence of downtown business owner and contact Tri-county Leadership Academy
 - F. Hylton – bring blank thank you cards to board meeting
 - D. Arms – contact pizza shops for price

PRPL BOARD COMMITTEE MEETING MINUTES

Property Committee

Date Held: Monday, March 21st 2022 – 4:30 PM – Library Mezzanine

Attendees: F. Hylton, W. Yohn, D. Arms, F. Remelius, M.Lipsky

Opening Business

- Introductions – F. Hylton took the committee on a tour to look at the property
- Approval of minutes – No previous minutes. We will have minutes moving forward.

Reports

- Committee Chairperson Report: B. Brogley has resigned as of February 28th, 2022. F. Remelius has volunteered to be the new chair of the Property committee.
- Library Director Report: We have not heard from Hollenbach about the plumbing issues. J. Keller helped us get in touch with A. J. Ecker who came out to assess the situation. J. Carraghan will be scheduling the repair following the Friends of the Library book sale. F. Remelius offered to try to get our checklist into an editable spreadsheet so M. Lipsky can update and prioritize building repairs and renovations.
- Other Report: none

Items for Discussion

- Pressing Property issues: Current issues are removal of broken toilet and water fountains
- Other: none at this time

Review of Punchlist: This list is in the process of being created

- Items completed - None
- Items in action - None
- Items not started - None

Facilities Financial Needs/Goals

- Urgent Financial Needs - \$849 for HVAC motor replacement.
- Future Financial Needs – we will need to consider a capital campaign in the near future.

Public Comment

- None

Other Business

- Next Property Meeting will be: Monday, April 25th at 4:30 PM

Action Items/Next Steps

- F. Remelius will work to scan the checklist so it can be updated by M. Lipsky.