

## **PrPL Meeting of the Board of Directors for March 25, 2021**

The Zoom meeting was called to order by President F. Hylton at 9:05 A.M.

**Present:** F. Hylton, S. Holloway, S. Dolan, S. Drauschak, P. Whittaker, H. Chang

**Absent:** O. Boyer, J. Daniels, J. Antonio, W. Brogley, T. Iezzi. All Board members checked in with emails, and were absent due to health reasons, work commitments, and problems logging into the Zoom meeting.

S. Holloway made a motion to approve the minutes for February 25, 2021. S. Dolan seconded the motion and it passed unanimously.

### **Committee Reports**

#### **Finance**

A motion was made by S. Drauschak to approve the bonding of our treasurer for \$10,000 at the cost of \$100. S. Holloway seconded the motion and it passed unanimously. Dolan Ray Law Firm will pay the bill. Thank you, S. Dolan!

Corporations and Civic groups were not sent appeal letters in 2020. H. Chang will write an appeal letter for 2021 and will coordinate with S. Holloway to print the letters and addresses through the Donor Perfect program. Several people have volunteered to put the mailing together (S. Dolan, S. Drauschak, Dr. C. Chang).

F. Hylton asked several questions about some of the fund raising categories in the Profit and Loss Budget. Everything needs a category in the budget, even if it is a fund raising event that only happens once a year.

#### **Development**

Sometime during the second quarter (April, May, or June) a Board member or H. Chang will speak at a monthly meeting of the Pottsgroves and Pottstown Borough to continue building relationships with the municipalities. The Governance committee will plan what to say.

Brass plaque update: S. Kalis, who first showed an example of a brass plaque at a Board meeting in 1991, has taken the unpolished plaques to be polished. She is taking the polished ones to be coated to keep them from tarnishing. C. Elliott, a former Board member and owner of Whitegate Contracting, has drawn up a plan for a brass plaque display case.

S. Holloway made a motion to move ahead with the plan to build the display case for \$1000 with Board members and the Friends of the Library contributing money to cover the cost of the display case. S. Dolan seconded the motion and it passed unanimously. Board members may contribute any amount of money. Checks should have "Brass Plaques" mentioned in the memo line of the check, and be sent to the library. F. Hylton, H. Chang, and C. Elliott will decide where to hang the display case in the library, preferably in a prominent place to be seen by people entering the library.

CHAIR-TY Event: The Carousel in Pottstown has been reserved for Saturday, May 22 from 12 – 3 PM. H. Chang has volunteered to pay for the Carousel. Thank you, H. Chang. The silent auction will start in the library in April, with two days per week to preview the chairs and make bids. The minimum bid will be \$100 with \$10 increments, and a maximum bid of \$500. Food and drink options were discussed. S. Dolan will put together raffle baskets. Gift cards and items for the raffle baskets should be dropped off at the library as soon as possible for S. Dolan.

100<sup>th</sup> Anniversary: F. Hylton has spent time researching the history of the library. She has put together interesting key facts in a time line. The history blurbs will be posted weekly on the PrPL website. Thank you, F. Hylton.

### **Property**

The Friends of the Library will take care of the flower pots in front of the library. The flower beds will need attention.

### **Governance**

S. Holloway made a motion to reaffirm/approve all Board policies that were sent electronically to Board members on March 22, 2021. S. Drauschak seconded the motion and it was passed unanimously. Answers to many of the questions on the Board Assessment survey can be found in the PrPL By-Laws and Board Policies.

S. Drauschak sent the Conflict of Interest form, that is to be signed by Board members yearly, electronically to all Board members on March 25, 2021. Please sign the form and either: email, mail, or drop off to H. Chang at the library as soon as possible.

Strategic Plan: The goal is to complete the Strategic Plan by the end of 2021. We have gathered information regarding the demographics of our service area and the book stores in the area. T. Iezzi is working on getting the number of patrons

from each municipality. S. Drauschak researched the websites of municipalities and the school districts we serve. H. Chang and N. Forst have begun to update and improve the information available on municipal and school district websites.

### **Friends of the Library**

F. Hylton reported that the Friends of the Library will have a mystery book sale in front of the library on Saturday, April 10, 2021 from 10 AM to 2 PM.

### **Director's Report**

H. Chang did not have audio but sent a report by Zoom chat.

The first PPP loan of \$90,000 was forgiven. The library has applied for a second PPP loan for \$90,000. Thank you to C. Delp, former Board President, for help with the paperwork for both loans.

Half of the library staff have been vaccinated and H. Chang is working on vaccines for the rest of the staff.

The library is hiring several new staff members. Job descriptions are on the PrPL website.

L. Kralievich's attorney has been contacted by the library's representative – a Pirma Insurance Adjuster.

H. Chang will graduate on May 8, 2021

H. Chang has applied for a \$20,000 grant from the Pottstown Health and Wellness Foundation.

The library has passes to the Helicopter Museum in West Chester.

Business in the library has picked up.

The library continues to have water issues with the back parking lot and the window wells in the basement.

### **Adjournment:**

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