

## **PrPL Meeting of the Board of Directors for April 22, 2021**

The Zoom meeting was called to order by President F. Hylton at 9:03 A.M.

**Present:** F. Hylton, S. Holloway, S. Dolan, S. Drauschak, O. Boyer, H. Chang

**Absent:** J. Daniels, J. Antonio, W. Brogley, P. Whittaker (traveling), T. Iezzi

S. Dolan made a motion to approve the minutes for March 25, 2021. O. Boyer seconded the motion and it passed unanimously.

### **Committee Reports**

#### **Finance**

The library is waiting to hear about a grant from Pottstown Health and Wellness and a FEMA security grant.

F. Hylton asked several questions about various categories in the Profit and Loss Budget. She will ask a few more questions at the next meeting of the Finance Committee. S. Holloway feels that several reports could be generated from Donor Perfect that would show the Civic groups and Corporations that contribute to the library. She will investigate the Donor Perfect program.

H. Chang has written a draft appeal letter. She will meet with F. Hylton and/or J. Carraghan for corrections and proofreading before sending the letter.

All Board members are asked to make a yearly contribution to the library.

#### **Development**

M. Lipsky (Youth Services Director) will speak at the next meeting of the Upper Pottsgrove Commissioners as a representative of the library, and also as a resident of Upper Pottsgrove. S. Drauschak will speak at the May Lower Pottsgrove meeting. We want to share information about the CHAIR-ity auction fund raiser and information about the PrPL's summer reading program. Also, the library is hoping to reopen on June 1st with more hours.

C. Elliott visited the library on Tuesday, April 20 to take measurements for the brass plaques' display case. S. Kalis has dropped off some of the polished brass plaques. Thank you to board members who have contributed to this project. We have about \$500 of the needed \$1000. When writing a check for the project, please put "Brass Plaques" on the memo line of the check.

A 100<sup>th</sup> Anniversary party could be held in the fall to introduce our Brass Plaques display to attendees. Check out the library website for short lessons on the history of the library.

The Carousel has been reserved for May 22, from 12 – 3 PM for the CHAIR-ity Event. The Development committee decided to have no maximum bid. Saturday, April 24 and Saturday, May 8 the painted chairs will be displayed outside on the library steps, weather permitting. J. Zlomek (Sanatoga Post) and E. Brandt (The Mercury) were contacted about the showing of the chairs and the auction on May 22, 2021.

All board members were mailed a pack of 5 tickets and received an email with the Ticket Log to record who you sell or give tickets to. When paying for your tickets, please write “CHAIR-ity event” on the memo line.

S. Dolan is making 10 – 12 baskets for the raffle at the CHAIR-ity event. She said there will be a mix of baskets for children and adults. She thanked everyone for the generous donations!

H. Chang is working with M. Crater of Mike’s Brick Oven to present a nice selection of food for the auction at a significant price reduction.

S. Dolan asked if flyers about the CHAIR-ity event could be put in the bags for curbside pickup and H. Chang said yes.

### **Property**

There was no report. H. Chang said the library is still having water issues from the window wells facing the parking lot when it rains heavily. There are concerns with the entrance to the PrPL parking lot from Washington Street along the curved curbside. Cars have hit the curb. Dr. C. Chang has tried reflectors along the curbside and is going to try planting a shrub and putting in other reflectors. Two staff members have taken the initiative to pick up trash and sweep outside while they are doing curbside pickup.

### **Governance**

The Governance committee continues to work on the Strategic Plan. Possible community members have been suggested to be part of the Strategic Planning committee. S. Holloway shared a sample library survey for the community stressing the information we would like to find out is: who uses the library, and who doesn’t use the library and why they don’t use the library.

H. Chang updated the committee on her goals for the year as Executive Director.

The Governance committee is still looking for potential new Board members.

S. Holloway asked if H. Chang could address the following statements from the overall Library Board Assessment over the next few months:

- i. Review the annual state annual report before it is filed.
- ii. Know, understand and follow all board policies and ensure timely reporting to local, state and federal regulatory bodies.
- iii. Board members are covered by a Director & Office Liability policy and know the extent and limitation of the policy.
- iv. Every member of the board make an annual personal contribution
- v. Use comparative data to set salaries and benefits.

### **Friends of the Library**

F. Hylton reported that the Friends made \$151.00 at the mystery book sale in April. The Friends will have another book sale on Saturday, May 8 while the chairs for the CHAIR-ity auction are on display in front of the library.

### **Director's Report**

New Employees: 1 employee started; waiting for clearances from 2 other new employees.

The Personnel Handbook needs to be reviewed by a lawyer before it can be presented to staff to sign. It was recommended to have D. Allebach, the board's solicitor, look at it.

As per MCLINC Director, M. Kehoe, all the libraries in our consortium are doing a "reprofiling" which will have all libraries be more consistent with fine codes, status of library records, and other information. The project will require the catalog and Polaris to be shut down from September 1 -7. It was helpful for H. Chang to complete an inventory of PrPL materials for a grad project this spring.

The first in-person staff meeting since August 2020 was held with over half of the staff attending. Staff meetings will continue on the second Thursday of the month at 9 AM.

H. Chang and T. Iezzi are working with Dunn Insurance to obtain cyber security insurance which is being required by MCLINC. M. Kehoe has offered to help with the technical parts needed for the network to include in the policy.

Mail Chimp, a free service which will allow patrons to sign up to receive newsletters, is on the PrPL website.

Community members have been offering to pay for the Grab and Go Kits which continue to be popular. Another popular event is the Adult Cookbook Club.

H. Chang forwarded the Board members a salary comparison chart. She will receive her Master's Degree on May 1, 2021.

The PrPL is planning on reopening June 1 with more hours. The "new" schedule is being worked on which will include the new employees. The new employees are being asked to be passport agents as well, unless there is a conflict of interest.

### **Old / New Business**

S. Dolan asked if the online monthly Book Club title could be announced earlier. H. Chang will check on this with the staff members that run the program.

Next Board of Directors' meeting: Thursday, May 27, 2021 at 9 AM.

### **Adjournment:**

The meeting was adjourned at 10:05 AM.

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