

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: May 26, 2022 9 AM

Zoom meeting

Board Members Present	Board Members Absent	Staff Present
President: F. Hylton Vice President: S. Holloway Treasurer: S. Dolan Secretary: S. Drauschak Board member: P. Whittaker Board member: W. Yohn Board member: D. Arms Board member:	F. Remelius	Executive Director: M. Lipsky Staff member: M. Velez

A quorum was met: Yes

Meeting called to order at: 9:01 AM

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from April 28, 2022 were reviewed.

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

Development Committee Report – P. Whittaker, Chairperson

M. Lipsky recommended that the Development committee meet to debrief about the 101st Anniversary Celebration event held on Thursday, May 12, 2022.

- The Development committee decided to meet on **Tuesday, May 31, 2022 at 4 PM in the Library**. All Board members are invited to attend.

P. Whittaker would like to know the following:

- How many tickets were sold?
- How many people circulated to the various stations in the library?
- Who were the sponsors?
- What and how much were the expenses for the event?
- What were the best things about the event?
- What could be improved or changed for the next event?

P. Whittaker would like it noted that she provided half the wine that was served on the main floor and D. Penrod, former Board member, provided the other half. She would like a thank you note written to D. Penrod.

D. Arms shared that Pottstown Soap Box Derby is looking for sponsors for Derby cars. D. Arms is willing to sponsor a car and asked if the car could display the PrPL logo.

A motion was made by S. Holloway to allow D. Arms to use the PrPL logo on the car he will sponsor for the Soap Box Derby. F. Hylton seconded the motion and it passed unanimously. Everyone thought it was a great idea! Thank you, D. Arms!

Finance Committee Report – S. Dolan

The Finance committee did not meet in May. Financial reports were sent to the Board prior to the meeting via email.

Several questions were asked about the financial reports.

- S. Dolan asked if the library purchased new laptops (Line item 7020) and how they are being paid for. M. Lipsky has sent a request to the Porter Brower committee at First Presbyterian Church to cover this expense.
- M. Lipsky and the library staff have written quite a few grants since the last Board meeting and are waiting for approval of the grants. See the list included in her Director's report.
- F. Remelius emailed several questions. He asked about a deficit that is showing on the Profit & Loss Budget vs. Actual report, and the April payroll expense that he feels is over budget. This will require further discussion with the library bookkeeper. M. Lipsky will meet/talk with the bookkeeper and report at the next Board meeting. Our bookkeeper is working with our QuickBooks program to change and correct things from the previous bookkeeper.
- F. Remelius also asked about the 8 credit cards that are listed on the April Balance sheet. M. Lipsky has been working to cancel all the cards that were in the names of former staff members. Many had not worked at the library for several years! This has taken a long time, and many phone calls since M. Lipsky was not on any of the accounts. The PrPL has an Elan account (5 cards) with a shared credit limit of \$20,000. The 5 cards will make it easier to track each department's expenses, which will help with the budgeting process for 2023. The library has an Amazon Business Line of Credit for \$5,000 for purchasing library materials. **All accounts are fully paid at the end of each month.** Some of the lines in QuickBooks for the cancelled cards may not be able to be erased or designated as inactive until the new budget year (2023).
- W. Yohn said looking at monthly reports isn't always helpful, and often doesn't show a clear picture of the library finances. Income from Pottstown Borough and the Pottsgroves come at different times during the year and one-time or annual grants are divided into 12 equal amounts for QuickBooks.
- It was decided to table the April Financial reports until the next Board meeting when M. Lipsky has more information and explanations from the library bookkeeper.

The next Finance committee meeting will be **Monday, July 25, 2022 at 3:30 PM.**

Governance Committee Report – S. Holloway, Chairperson

The Governance committee did not meet in May.

The next Governance committee meeting will be **by Zoom on Wednesday, June 15, 2022 at 11:15 AM.**

Property Committee Report – F. Remelius, Chairperson (Absent)

The Property committee did not meet in May.

- **M. Lipsky made a motion to accept a proposal from Always Safe Sidewalk for \$3304 to fix the sidewalks for the Borough tripping hazard citation that the library received. S. Dolan seconded the motion and it passed unanimously.**

- M. Lipsky needs an updated property check list to be prioritized to submit to the Strategic Planning committee.
- M. Lipsky reported that M. Watkins of Tri-County Pest Control removed numerous wasp nests from the window wells on the ground floor in the back of the building. The wasp nests were discovered by the youth staff. M. Lipsky will keep a watch for wasp nests in other windows.
- The Board had a short discussion surrounding several facilities concerns emailed by F. Remelius. Future action needed, if any, will be discussed at the next Property committee meeting.

The next Property committee meeting will be **Monday, July 25, 2022 at 4:30 PM.**

Executive Director Report – M. Lipsky, Executive Director

See attached May 2022 Executive Director Report.

- A new Strategic Planning Committee has been formed with M. Lipsky, T. Reed (District consultant), D. Arms, and community member, J Jump. The goal is to develop a strategic plan before the end of 2022.
- M. Lipsky would like to review the Library By-Laws and make suggested revisions. D. Arms asked if this could be finished before the end of 2022 since some Board members will be finishing their terms. D. Arms and S. Drauschak felt that there might be changes needed to allow Board members to continue on the Board when we have just started to make progress with library projects, and we are in need of additional Board members. M. Lipsky will talk to T. Reed about the review and revision of the Library By-Laws.
- It was suggested to change the regular Board meeting time to the 4th Thursday of the month at 6:30 PM. This might help attract some new Board members that can't make morning meetings due to work schedules.
- **W. Yohn made a motion to change the regular Library Board meetings to the 4th Thursday of the month at 6:30 PM at the library. F. Hylton seconded the motion and it passed unanimously. The time change will start with the July 22, 2022 meeting at 6:30 PM.**
- F. Hylton thought that cross training staff members was a good idea, especially to help when the library is short staffed. A question was asked if there is a cost with training passport agents. There is no cost.
- M. Lipsky explained the library's notary services.
- D. Arms asked about storywalks and activities for the summer. M. Lipsky is meeting with the Children's and Youth services librarians for information and an update about the PrPL's summer activities.

Old Business:

- Rotary Duck Race – Each Board member will be asked to sell tickets to benefit the library – the goal is to sell 300 tickets. The tickets are \$5 a piece. Board members should let M. Lipsky know how many tickets they would like. The tickets will be put in envelopes at the circulation desk. The more tickets we sell – the more money the library can make! There will also be a link on the website to purchase tickets.
- Upper Pottsgrove Service Clarification – We can't charge Upper Pottsgrove residents a fee for library cards even though the township is no longer supporting the library financially. We need to keep talking to the Upper Pottsgrove commissioners and people in the township to encourage the township to reinstate the funding of the PrPL.

****Important Board Meeting Follow-up:

- **M. Lipsky created a packet for each Board member that should be picked up at the Circulation desk by Thursday, June 2, 2022. The packet includes 10 Rotary Duck tickets to sell and a packet of Thank you notes remaining for the 101st Celebration to be completed and mailed. (Thank you to C. Ryce for donating the stamps.)**

New Business:

- Annual Report and Appeal letter. There was a lengthy discussion on the proposed Annual report and Appeal letter which is considered the Spring Appeal letter. Board members liked how the letter looks and want people to read it and donate! We have not sent an Appeal letter since 2018. The Annual report has been available at the circulation desk and on the website. One suggestion was to change the order of the pages with the donation page closer to the beginning of the letter and possibly, putting the Annual report at the end or post the Annual report on the website. It was also suggested to take the words "Annual Report" off the first page. It was asked if we could add a line: I prefer my donation to be anonymous? Should we also add a line: I prefer to be contacted by email? M. Lipsky will be meeting with T. Reed, District consultant, and M. Sossman, Development consultant, for additional suggestions, and then share the final letter with the Board. The Spring Appeal letter will be mailed and emailed. W. Yohn asked if the letter was being sent to residents and/or businesses. M. Lipsky said it could be sent to both.
- **S. Dolan made a motion to mail the Spring Appeal letter to 6000 people. W. Yohn seconded the motion and it passed unanimously.**
- M. Lipsky talked about some changes she would like to make to the library's website to make it easy for people to donate to the library. She would also like to add a monthly giving option.
- Furniture from F. Remelius' school district. M. Lipsky shared pictures of library furniture that is free from F. Remelius' school district. They are building a new high school and no longer need the furniture. The furniture would need to be picked up. M. Lipsky thought the PrPL could use more shelving and computer corrals/dividers, and possibly some tables and chairs. The Board felt that M. Lipsky should decide what she wants and how to have it moved. D. Arms suggested that someone from the PrPL should actually look at the furniture in person, and not just rely on pictures. M. Lipsky or another staff member will be looking at the furniture in the near future.

Friends of the Library:

- F. Hylton reported that the Friends of the Library made over \$800 at the book sale on May 20 and May 21, 2022! Thank you, Friends of the Library!

Comments, Announcements, Other Business

- **Public Comments:**

There were no public comments.

Executive Session (if needed):

No Executive Session was held.

Meeting adjourned at: 11:00 AM

- A motion to adjourn the meeting was made by S. Dolan. W. Yohn seconded the motion and it passed unanimously.

Future meetings:

Meetings to be held at the Pottstown Regional Public Library, Mezzanine:

Tuesday, May 31, 2022: Development to discuss 101st Anniversary Celebration 4 PM

Wednesday, June 15, 2022: Development at 10 AM Governance at 11:15 AM. (Zoom)

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

Thursday, June 23, 2022: Board of Directors at 9:00 AM.

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

Director's Report May 2022 – M. Lipsky, Executive Director

Director's Report May 26, 2022 – M Lipsky, Executive Director

Operations Update:

- **Masks returned to "Required" as of Friday May 20th 2022.** We are following the Montgomery County Guidelines. Current transmission rates are "high". We have had 4 staff member who tested positive for COVID, Curbside is still offered to accommodate those who are leery of entering the building. If our staff numbers drop, we will move to curbside only for a few days to allow for staff to return.
- **Hours of Operation:** Normal operating hours: Monday, Tuesday, Wednesday = 10 AM to 8 PM, Thursday & Friday = 10 AM to 6 PM, Saturday = 9 AM to 4 PM
- **Programming:** Summer reading promotion has begun. We have more Adult programs in the works and plan to reach our goal of 8 adult programs per month by June.

Trustee Notes

- **Ongoing search for new board members:** I had a few conversations with T Reed. We should have an odd number of board members, if at all possible. I am encouraging us to fill in gaps and look for new board

members for the upcoming year. The board is currently at 8, we would prefer the number to be at 9 or 11. In December we have 1 board member terming out, our President F Hylton, and 1 at the end of their 1st term, S Drauschak, who I hope will consider a 2nd term. We will have 2 more terming out in 2023. We should plan ahead so we are not doing a desperate search last minute.

- **Board sessions with Executive Director:** I want to try something different. I would like to schedule a session with 2 or 3 board members at a time who want to discuss any issues or concerns each month to be sure they are brought up to the full board. This will be an information gathering discussion where no decisions can be made. I am at the point where I can move my staff bi-weekly meetings to monthly, so I plan to offer times for 2 board members to come for a 30 to 60-minute chat. I will be firm about the 60-minute cut off time.
- **Strategic Planning Committee:** We have a new strategic planning committee formed, which at the moment includes T Reed, M Lipsky, D Arms, and community member (potential future board member) J Jump of Pottstown Borough. This committee will do the fact finding and determine “what” should be on the next strategic plan. The board committees will then use the strategic plan to figure out the “how” at a later time.
- **Board meeting Time:** I do think we need to consider meeting in the evenings. Many good candidates for board members work full time and cannot make it at 9 am on a Thursday. I am suggesting moving the meeting to the fourth Thursday of the Month with a start time of 6:30 PM.

Technology Update

- **Computer issues:** We have had some connectivity issues over the past month. All of which were out of our control. MCLINC techs worked diligently to get us online as soon as possible. Many of these outages were consortium wide.
- **New Hire:** I would like to consider adding an on-site part time IT professional to help with our technology needs. N Forst and I are doing the best we can, but it would be helpful to have someone who can step in for tech, and also be a computer liaison for patrons so that we are not pulled so often from our regular duties.

Staff & Volunteers

- **Staff Changes:** C Davis resigned as of May 12th. All is documented in her personnel file. The reason she gave was lack of pay. C Simmons was taken off the roles as of May 21st 2022. She is a long-time staff person working for the library for more than 10 years. She has had some medical issues and has not been able to work at the library for 6 months. If we are hiring and she wants to apply, I would be willing to consider her for rehire.
- **Passport Training:** We will need to find more staff to train for passports. With the departure of C Davis, we are now down 1 circ and 1 passport agent. We can consider hiring another passport only staff member and 1 circ or have 1 cross trained.
- **Department Changes:** M Velez has offered to be cross trained to fill in if needed at Circ. J Carraghan and I will be identifying staff members to cross train in the event of being short staffed for short amounts of time. It is also good for each department to understand the workload of their colleagues.
- **New Hires:** We are currently at a staff of 16. This includes 2 seasonal employees, so in reality we are at a main staff of 14. We will need to begin the hiring process soon, but first I want to revise the job descriptions and requirements. I will keep you updated at the board meetings of any changes
- **Volunteers:** We have not had volunteers recently. We normally had community service folks from time to time, but the state requires all volunteers to have their clearances. So, we have had trouble getting volunteers who are eligible.

Continuing Education & Meetings

- **Meetings & Webinars:** I attended the REACH Chamber Luncheon on May 4th, The Pottstown Borough Committee of the Whole meeting on May 4th, a Board Recruitment webinar on May 10th, met via Zoom with 2 representatives from MCCC to reestablish and expand our partnership on May 18th, a Team Productivity Webinar on May 24th, Fundraising webinar on May 25th, Pottstown Neighborhood Partners Meeting on May 25th.
- **MCLINC Directors Meeting:** MCLINC Directors meeting was held via zoom on Friday, April 29th. May MCLINC Directors meeting was held May 24th. I attended both meetings

- **District Meeting:** District Meeting was held yesterday, May 25th and was offered hybrid. I attended this meeting
- **PALA Director's Institute:** The Directors institute will be in person June 5th through June 8th in Harrisburg. I will be in attendance and out of the library on those dates.
- **PA OCL Director Training:** I was accepted into the PA OCL Director training which is an online module-based program. I believe the courses begin in August, but final information has not been shared.
- **ALA Annual Conference in June:** I will attend 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. I will be out of the library while attending this conference.
- **Staff Meetings Scheduled:** We will have our 2nd In-Service day for staff on Friday June 3rd, therefore the library will be closed to the public. I will meet with supervisors from 11 to 1 and then the full staff from 1 to 6, followed by a BBQ at my home for anyone who wishes to join us. 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 have completed the spring semester and now have finished 15 credits of 36 with a cumulative GPA of 4.0. I am enrolled in 2 classes this summer, and 2 this fall. My plan is to take 1 winter and the final 2 classes in the 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:

- **Statistical reports:** Please see Statistical report for April 2022.
- **Book purchasing:** We are reviewing the Collection Development Policy. Once revisions are made, I will bring to Governance for recommended approval, then vote at the next board meeting. I will then go over the policy with all who purchase books to make sure everyone is trained and understands our collection development goals.

Property

- **Borough Citation:** I reached out to C Weller at the borough to let him know we are still collecting quotes. He has noted our account and asked me to keep him in the loop on progress. I suggest we consider approving the one estimate we have and get this fixed before someone gets really hurt. If someone gets hurt while we are not in compliance with our citation, we won't be able to fight it. At this point I don't recommend adding other projects to the quote until we have our strategic plan. For example: The extension of the curb or anything with the parking lot.
- **Checklist:** I have not received the scanned checklist being created by F Remelius. Once I receive that I will look for immediate needs then pass along other needs to the strategic planning committee.
- **Sewer smell:** A J Ecker took care of this for us, and we no longer have to deal with the smell! YAY. I have not received a bill. Maybe he will comp it for us?
- **Attic cleanout:** We need to pause the cleanout due to being so short staffed. There is much to be done, but this is an important project!

Finance

- **Reports:** Please see provided reports.
- **2021 Audit:** B Akins updated our info with the IRS and filed our extension. This seems to be what has been done each year in the past. We are working on a date for the audit to begin. Last year it was done in August.
- **Annual Reports 2021:** The State Report is completed and accepted by the state. As you know, I have the Annual report and Spring Appeal offering under proof reading and review. I would like to send this out via direct mail. I have added this to the agenda for discussion and action.

Development

- **The main focus of this committee was the Event on May 12th**
- Next task for the development committee is to determine the next board fundraiser and set a goal for income and expense.
- M Sossman and I will be having one on one meetings with potential large donors. If you know of anyone, I should be meeting with please send me the contact information.

Staff Fundraising:

- **Grocery Bags:** Still available for a donation of \$5 or more.
- **Youth Services started a Gashapon token fundraiser:** The goal is to raise \$100 per month throughout the year.
- **We also have a very successful Candy Bar Sale going on.**
- **Staff Fundraising events:**
 - Fall Coffee/Tea Fundraiser (Tumbler and custom coffee/teas sale) Sept through December
 - Mr. Sticky's Fundraiser - TBD
 - Boscov's Friends and Family Coupon Sale – August - October
 - Health & Wellness Festival (Community event & Fundraiser) September
 - Amazing Raise - October
 - Paranormal investigation – October 28th
 - Brass Band Cookie Walk – (Community event & Fundraiser) December 1st

Grants: Granted since last meeting: \$15,000 Pending Approval: \$64,000_

- **Soroptimists' of Pottstown:** We received a Check for \$2000 from the soroptimists since last board meeting
- **The Orphans and Oddfellows** – We received a Check for \$10,000 from the Orphans and Oddfellows since last board meeting.
- **Summer Reading Grant from Dollar General.** We received a check for \$3000 since last board meeting.
- **Pottstown Health and Wellness foundation** grant application for \$13,000 was successfully submitted and is under review. We have not gotten an update on this as of yet.
- **PNC Thomas Taylor grant** for \$10,000 was submit as of May 1st in the amount of \$10,000. We should hear by end of June
- **Porter Brower** committee at first Presbyterian Church of Pottstown was sent a letter with a request to cover the cost of the new 6 laptops.
- I applied for an **ALA recovery grant** in the amount of \$20,000.
- **Greater Pottstown Foundation grant.** I submit a request for \$15,000 since the last board meeting. We have received \$13,000 from them in the past.
- **NEW Grants:** we are working with the borough, TCN, TCACC, and the District to look for new opportunities of grants.

Friends of the Library:

- I attended the May Friends of the Library meeting.
- The Friends have reimbursed us for the new fax machine and register. Both are set up and working wonderfully.
- The Friends have offered to reimburse us for the commercial shredder we purchased.
- The Friends had a book sale May 20th & 21st. Staff was able to assist in clean up.

Programming & Outreach

Digital Services

- **Booklist:** The consortium has discontinued our subscription to Booklist. It has been removed from our website.

Outreach:

- **Pottstown Parks & Rec:** Partnership is confirmed. We will be offering a program every other week at the summer camp.
- **We have 2 Story Walks planned for the summer**
- **NDS Summer meals for kids – we will offer breakfast and lunch 2 days per week**
- **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.
- **Pottstown Eco-Fest** – April 23rd We had 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
- **MCCC** – We have reestablished our partnership with MCCC and are looking for ways to expand.
- **Pottstown GoFourth:** we will have a vendor table from 8 AM to 5 PM during the GoFourth Celebrations. I have asked for volunteers to help man the table. Staff members who volunteer will be offered 1 paid day off to be used before December 18th, 2022 as a thank you for working on a holiday. The amount of time off is calculated by their average work day.

Submitted by M Lipsky, Executive Director