

Pottstown Regional Public Library

Board Meeting (In person and Zoom)

Regular Board Meeting: June 23, 2022 9 AM

Library Mezzanine

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

A quorum was met: Yes

Meeting called to order at: 9:04 AM

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from May 26, 2022 were reviewed.

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

Development Committee Report

- See attached Development Committee Meeting Minutes from Tuesday, May 31, 2022.
- Next event being planned is a tea at The Three Daughters Inn on High Street on Saturday, September 24, 2022 at 3 PM.

The Three Daughters Inn would provide the space either inside which would hold 16 people plus 12 on the front porch or outside for 40 – 60 people. If held outside, a rain date would be needed (Saturday, October 1, 2022). T. Purdy, owner would provide round tables, tablecloths, teacups, dessert plates, tea carafes, tea, cream, sugar, lemon, and honey at no charge. We would have to provide rectangle tables if needed.

F. Hylton contacted Bause Catered Events for food prices and is waiting for information from Baird's Catering. D. Arms has contacted Zinnia's Tea Room and is waiting for prices.

At the next Development Committee meeting, decisions will need to be made:

- What is the goal of the fundraiser?
- Name of the event: Donors' Tea; Mom and Me; Grandmom and Me; Tea with a Friend; Tea with the Library.
- How much per ticket?
- Should the event be inside or outside?
- Should the event be catered? Can we find a sponsor for the food? Should we make and provide the food?

- Next Development Committee meeting will be Wednesday, July 20, 2022 at 10 AM.

Finance Committee Report – S. Dolan

- Did not meet in May
- Financial reports were sent out to Board prior to meeting via email
- Finance committee will recommend approval of April, May, and June Finance reports to submit for audit at the July 28, 2022 BOD meeting
- S. Dolan asked if the line item (#7160) for Professional fees is for the library audit. It is for the library Bookkeeper and for the cleaning company. The library has not yet been billed for the audit.
- M. Lipsky and our Bookkeeper continue working with our QuickBooks program. They are gathering all materials necessary for the library audit which will take place on June 29 and June 30, 2022. They are also working to have the audit and accounting align with the annual State report.
- M. Lipsky is looking for a cyber security insurance policy with a better rate than we have currently, which was found to not be in the 2022 Library budget.
- Next Finance committee meeting will be Monday, July 25, 2022 at 3:30 PM

Governance Committee Report – S. Holloway, Chairperson

- Did not meet in May
- **Motion made by S. Holloway to accept, with regret, the resignation of P. Whittaker. Seconded by S. Dolan and unanimously passed.**
- **Motion made by D. Arms to accept the resignation of F. Remelius, effective immediately. Seconded by S. Holloway and unanimously passed.**
- The following Library Policies were reviewed and recommended by the Governance Committee:
 - Collection Development Policy
 - Collection Development – Circulation Summary
 - Patron Complaint Form
 - Donor Privacy Policy
- **Motion by S. Holloway to accept the Library Policies. Seconded by S. Dolan and unanimously passed.**
- The policies will be posted on the PrPL website.
- The Governance Committee will start to look at the PrPL BOD By-Laws at the next Governance meeting.
- The Governance Committee continues to look for new Board members. It would be helpful to have new Board members that are experienced in Human Resources and/or Finance. S. Holloway will reach out to B. Brogley, a former Board member, to see if he would like to rejoin the Board. It was noted that the Board may ask community members to join committees as consultants, however, they would not be voting members of the PrPL Board of Directors.
- Next Governance committee meeting will be Wednesday, July 20, 2022 at 11:15 AM

Property Committee Report

- Did not meet in June.
- Sidewalk repairs are complete.
- There is a new leak in the basement.
- D. Arms asked if F. Remelius has given back drawings/plans of the library.
- The library is in need of a lawn maintenance company to mow the side yard and blow leaves from the beds and the parking lot. D. Arms and M. Lipsky have contacted several companies.
- Next Property committee meeting will be Monday, July 25, 2022 at 4:30 PM

Executive Director Report – M. Lipsky, Executive Director

- See attached June 2022 Executive Director Report.
- Tri County Network has given M. Lipsky a list of grants that we are eligible to apply for. Many grants have already been applied for and received this year!

Friends of the Library:

- F. Hylton reported that the Friends have \$17,000+ and are willing to buy what the library needs. Thank you, Friends.
- The Friends have already purchased a new cash register, fax machine, and shredder for the library.
- The next book sale is August 26 and 27, 2022.

Old Business

- Sidewalk repairs are complete
- Rotary Duck Race – Each Board member has been asked to sell tickets to benefit the library. The goal is to sell 300 tickets. The tickets are also available for sale at the circulation desk. Thank you, D. Arms for purchasing Duck tickets for staff members.
- The Spring Appeal has been sent to the printers with the changes suggested by the Board (fewer pages with a link to the State report, that is posted on the website). J. Carraghan is working on setting up the library's bulk mail with the post office. M. Lipsky is hoping to have the Appeal mailed at the end of June.
- Furniture from F. Remelius' School District – Is it still available?
- Soap Box Derby Car – Thank you, D. Arms for sponsoring a car! Pictures of the car with the PrPL logo have been posted on the library's social media.
- The PrPL Board of Directors will move the monthly Board meetings to the fourth Thursday of the month at 6 PM at the Pottstown Regional Public Library, Mezzanine starting July 28, 2022.

New Business:

- Strategic Planning Committee has been developed and will meet by Zoom on Thursday, June 23, 2022 at 2:30 PM.

Comments, Announcements, Other Business

- **Public Comments:**

There were no public comments.

Executive Session (if needed):

No Executive Session was held.

Meeting adjourned at: 10:24 AM

- Motion to adjourn the meeting was made by S. Dolan. S. Holloway seconded the motion and it passed unanimously.

Future meetings:

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

Strategic Planning Committee: Thursday, June 23, 2022 at 2:30 PM via Zoom

Development Committee: Wednesday, July 20, 2022 at 10 AM

Governance Committee: Wednesday, July 20, 2022 at 11:15 AM

Finance Committee: Monday, July 25, 2022 at 3:30 PM

Property Committee: Monday, July 25, 2022 at 4:30 PM

Board of Directors' Monthly Meeting: Thursday, July 28, 2022 at 6:00 PM

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

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

Operations Update:

- **Masks status is still “Required”.** We are following the Montgomery County Guidelines. Current transmission rates are “high”. We have had 5 staff member who tested positive for COVID, but we have not had to change our service schedule as of yet. Curbside is still offered to accommodate those who are leery of entering the building. Contingency plan is still - 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 2022 has begun. We have met the Director goal of a minimum of 15 youth/teen programs, 8 adult programs and 5 community led programs per month as of June 2022!

Trustee Notes

- **Ongoing search for new board members:** No New Update – Still Ongoing. 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 7, 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:** No New Update – This is still ongoing. I want to try something different. I would like to schedule sessions 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:** The new strategic planning committee has been formed, which at the moment includes T Reed, M Lipsky, D Arms, and community member (potential future board member) J Jump of Pottstown Borough. The first meeting is Thursday, June 23rd at 2:30 PM via zoom.
- **Board meeting Time: NEW TIME** will begin July 28th, 2022, moving the meeting to the fourth Thursday of the Month with a start time of 6:00 PM.

Technology Update

- **Computer issues:** No issues since last Board meeting
- **New Hire:** I would like to consider adding an on-site part time IT professional to help with our technology needs. N Fost 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:** No Staff changes since last meeting.
- **Passport Training:** No changes since last meeting.
- **Department Changes:** No changes since last meeting.
- **New Hires:** No changes since last meeting. We are currently at a staff of 16. This includes 2 seasonal employees, so in reality we are at a main staff of 14. I am working on a plan to revise the structure and more clearly define roles of current staff to fill in gaps.
- **Volunteers:** As of June 17th, we have 1 new volunteer that will begin in July on Tuesdays and Wednesdays.

Continuing Education & Meetings

- **Meetings & Webinars:** I attended the 9 in 5 Chamber Breakfast on June 9th. I missed the Borough Committee of the whole on June 8th due to attending conferences. I attended in person the MCLINC MAC meeting at Upper Dublin Public Library on Tuesday, June 14th. I attended the “build a great workplace

culture” webinar on June 16th and I attended the TCN Amazing Raise monthly meeting on Donor Databases on June 22nd. On June 23rd we will be honored at the Tri-County Area Chamber of Commerce Economic Luncheon for 101 years of service to the community. I will attend in person.

- **MCLINC Directors Meeting:** MCLINC Directors meeting was held via zoom on Friday, June 17th, which I attended.
- **District Meeting:** District Meeting was held yesterday, June 22nd and was offered hybrid. I attended this meeting
- **PALA Director’s Institute:** I attended the PALA Directors Institute as part of the PALS Pennsylvania Library Association Academy of Leadership Studies) program in person June 5th through June 8th in Harrisburg. I made dozens of connections and brought back a lot of information to help move the library forward. I earned 16.5 CE credits for attending.
- **PA OCL Director Training:** I was accepted into the PA OCL Director training which is an online module-based program. This course began via zoom on Wednesday, June 8th. I will receive CE credits for attending.
- **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, the 2:30 Strategic Planning committee meeting via zoom, then will drive to Washington D.C. I will be out of the library while attending this conference.
- **Staff Inservice Day held Friday June 3rd:** I met with the supervisors from 11am to 1pm to discuss issues and set goals for the departments. All staff arrived at 1pm – We had an hour of department time led by the supervisors. From 2pm to 4pm M Sossman came to discuss staff roles in development and get their feedback. I taught a workshop from 4 to 5:30 on communication behavior styles using the DISC behavior assessment platform. At 6pm the staff was invited back to my home for a taco bar picnic.
- **Staff Meetings Scheduled:** 6 PM July 14th, 6 PM August 18th, Director Video Message September 8th (due to in-service day on the 2nd), 6 PM October 6th, 6 PM November 10th, Director Video Message December 8th (due to in-service day on the 2nd).
- **MLIS progress** – I have completed another class – Leadership in Libraries and now have finished 18 credits of 36 with a cumulative GPA of 4.0. I am enrolled in 1 more class 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 May 2022.
- **Book purchasing:** The Collection Development Policy with Circulation Summary, Privacy Policy, and Donor policy have been reviewed by the Governance committee and will be presented for approval at this meeting.

Property

- **Borough Citation:** Repairs to the sidewalk are completed.
- **Checklist:** No update on checklist as of the time I am typing this report. 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.

Finance

- **Reports:** Please see provided reports.
- **2021 Audit:** Audit is scheduled for June 29th & 30th. S Nester and I are gathering all requested information.

Development

- **Looking for a new committee chairperson**
- 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: Grand total of Grants for 2022: \$53,717 Granted since last meeting: \$38,717 Pending Approval: \$15,000_

- **Soroptimists' of Pottstown:** We received a check for \$2000 from the soroptimists.
- **The Orphans and Oddfellows** – We received a check for \$10,000 from the Orphans and Oddfellows.
- **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 approved as of June 1st!
- **PNC Thomas Taylor grant** was approved in the amount of \$10,000 as of June 5th.
- **Porter Brower** committee at first Presbyterian Church of Pottstown granted us \$3000.
- I applied for an **ALA recovery grant** in the amount of \$20,000. We were not selected for this grant.
- **Greater Pottstown Foundation grant.** I submitted a request for \$15,000 since the last Board meeting. We have received \$13,000 from them in the past.
- **ARP grant:** I have submitted receipts for payment of the ARP grant in the amount of \$12,717.
- **NEW Grants:** We are working with the Borough, TCN, TCACC, and the District to look for new opportunities of grants.
- **We received the \$2000 for the 100th anniversary from the Anonymous donor.** (not included in grant totals)

Friends of the Library:

- I will attend the June Friends of the library meeting on Monday, June 20th.

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. L Wrenn & C Johnson will ask about the party in the streets' events coming up.
- **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 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.
- **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. We will be handing out fans that say “I am a fan of the Pottstown Regional Public Library”.
- **National Night Out August 2nd** – We will have a table at the National Night out from 5 to 8 PM on Tuesday, August 2nd.
- **PA Career Link** – We have reestablished our relationship with PA Career Link and now offer services through their platform.
- **Summer Reading Programs have begun** – We had a wonderful Owls program that had over 40 in attendance!

Submitted by M Lipsky, Executive Director

PRPL BOARD COMMITTEE MEETING

Development Committee- 100th Anniversary Debriefing

Date: 5-31-2022 at 4:00PM – Library Mezzanine

Attendees: F. Hylton, S.Dolan, S. Holloway, D.Arms, S. Drauschak, P. Whittaker, M. Lipsky, M. Velez

Reports

- Library Director Report:
 - Most funding came from sponsorships – 12 Table Sponsors, 3 Silent Auction Sponsors, 6 - \$100 Basket Raffle Sponsors, 9 raffle donations of items/basket, 11 Item donors, 4 cash donors.
 - There is a binder with collected information
 - We did not set goals for this Fundraiser.
M. Lipsky would like to set goals moving forward with fundraisers. Goals could be to increase sponsorship; expand donor base; raise funds for something specific; publicize various programs and/or the library. Each event should have goals we can measure and an amount of money to raise as a target goal.
 - Staff did the lions share of the work. All staff, but one who had a previous work commitment, were at the event! Thank you to all the staff, especially M. Velez.

P. Whittaker would like to know the following:

- **How many tickets were sold?** 85 Attendees, 24 bought tickets but did not show – Total tickets sold = 109. Tickets were available at the circulation desk, on the website, from Board members, and purchased at the door on the night of the event.
- **How many people circulated to the various stations in the library?** 25 finished all the stations and turned in their booklet for the drawing. Many went to most, some didn't want to bother with the stamps. M. Lipsky's best guess is most went to the stations and had a tasting of the spirits and interacted with the staff. Various Board members and staff heard people commenting that they loved moving around the library (all three floors). Guests also enjoyed the drinks from various countries!
- **Who were the sponsors?** The committee should already have this information.
 - Sunflower Café - \$250
 - Dolan-Ray Law, LLC - \$250
 - Carl Landis, CFP - \$250
 - Dr. L. J. Gribb, Dentist - \$250
 - Friends of the Library - \$250
 - Yergey-Daylor-Allebach-Scheffy-Picardi - \$250
 - C & J Ryce - \$250 + 60 Thank You Stamps

- Heart of God Family Worship Center - \$250
- Universal Concrete Products - \$250
- Hobart's Run - \$250
- Drauschak Landscaping - \$250
- Performance Spine & Sports Physicians, PC - \$250
- Herbein CPAs+Consultants - \$500
- OWM Law - \$500
- N & M Chapis - \$500
- Schumacher & Benner Funeral Home - \$100
- Brookside Family Restaurant - \$100
- Tompkins Vist Bank - \$100
- Montgomery County Community College \$100
- Federation of Pottstown Teachers - \$100
- CMD Transportation - \$100
- Pottstown School District – Basket Items
- Pottsgrove School District – Basket Items
- Friends of the Pottstown Library – Basket Items
- B Brogley – Basket Items
- S Drauschak - Basket Items
- P Whitaker - Silent Auction Item, Wine
- D Penrod – Wine
- F Hylton – Cupcakes from Beverly's
- M Velez - Basket items & Puerto Rican desserts
- J Carraghan – Basket items
- M & M Lipsky – Champagne
- W & J Yohn - \$200
- A & J Murphy - \$200
- Bursich Assoc. – D Moyer - \$150
- Second Glance hair Design - \$50
- Three Daughters Bed & Breakfast – 1 night at Inn
- Inn at Twin Linden – 2 nights at Inn. Valued at over \$750!
- E Kurtz – Necklaces and Haircut
- S Holloway – Wine & Spirits
- Book Lamp – Anonymous Donator
- **What and how much were the expenses for the event?** Estimated at \$4790.28 + Donated items
 - \$50 Wawa Gift Card
 - \$100 Blue Elephant Gift Card
 - \$57.57 Various Cups + D. Arms Donated 200 more
 - \$127.84 – 15 cloth tablecloths that are reusable
 - \$25.44 – Staples
 - \$392.40 – Complete Graphics – programs and table signs
 - \$30 LIB License – one event use.
 - \$125 Games of Chance License – good for a year – April 2022 thru April 2023
 - \$1406.54 – Banners and installation. The banners are displayed on the front of the building.
 - \$2200 – Grumpy's Catering
 - \$150 - Gluten Free Cupcakes
 - \$125.09 - Balloons

- Printing of Tickets, Flyers, and Handouts (cost of paper, toner, per item cost, staff costs)
- Staff Time Not calculated.
- **What were the best things about the event?**
 - Publicity was great! – The Mercury; Sanatoga Post; PrPL Social Media; PrPL website: Pottstown Community calendar; flyers
 - 3 Proclamations – County, State House, & State Senate
 - Community Recognition
 - Library spaces looked very professional - signs hanging from balcony; color coordinated balloons; cloth tablecloths; books from various countries at each station.
 - People loved the food!
 - Education of what the library offers and does was great!
 - Staff involvement was wonderful! They were the experts of sharing the library's resources!
 - D Kerns, from the Pottstown Historical Society, was an added bonus. He gave three presentations.
 - Good idea that all 3 floors of the library were used! The passports were a great idea to get people moving. People liked having something to do.
 - People were excited to see each other!
- What could be improved or changed for the next event?
 - Planning started MUCH earlier
 - Set Goals and Budget first
 - More Board Involvement
 - More planning meetings with agendas to keep productive, and minutes of meetings with decisions that have been made by the committee.
 - Better Understanding and advertisement of Silent Auction
- Fundraising Totals Report: Unofficial income = \$10,562, Unofficial Expenses = \$4790
Net Profit = \$5772 – Did not receive the Anonymous Donor \$2000 as of May 31, 2022.

Basket raffles - \$641. Silent Auction - \$975.

Items for Continued Discussion

- What do we feel went well
 - Was a great idea to have different levels of sponsorship.
 - Passports were a great way to explain what the library offers and available library resources.
 - Staff took charge of their tables, set up the tables. People liked seeing books for each country at the stations.
- What concerns did we have
 - Start planning much earlier!
 - Communicate through M. Lipsky– not through various staff members – so we are all on the same page!
- Take-aways for next event
 - Have more chairs available and possibly high-top tables for people to write while completing raffle tickets and information sheets.
 - More and larger trash cans.
 - Working microphone/sound system. Could borrow from Pottstown Parks and Rec
 - Have someone from the caterer stay to answer questions about the food and/or have signs for food and drinks
 - Streamline entry to event – open doors ½ hour before start of event; different lines – one for ticket holders with complete information; line for people picking up tickets; line for people purchasing tickets at the door; hand out sheets with information we are collecting while people are in line.
 - Need lots of pens at entry to event; for raffle tickets; and for Silent Auction.
 - Create a list of jobs for Board members at the event ahead of time

- Great idea that staff wore their summer shirts and wore name tags.
- Have name tags identifying Board members
- Promote and advertise Silent Auction items ahead of time
- Have more “high end” Silent Auction items and/or unique experiences.
- Talk about the Silent Auction items during the event.
- Staff stayed after the event to help clean up! Thank you, staff!!!! M. Lipsky had the cleaning people come that night.

Overview of Upcoming Fundraisers and Events (Staff and Board)

- Duck Race Tickets
Board members were given 10 Duck Race tickets to sell. More tickets are available at the circulation desk. The more tickets sold, the more money the library earns.
- Gertrude Hawk chocolate candy bars are for sale at the circulation desk
- PrPL Logo 16 oz Tumbler – August through November
- Borough Approved Leaf Bags – August through November
- Boscov’s Friends & Family Discount coupon – August through October
- Health & Wellness Festival – September – Date TBD
- High Tea Party at Three Daughters Inn – September – Date TBD (Door prizes and 50/50)
- Mr. Sticky’s Sticky Buns – Date TBD
- Paranormal Investigation of the Library – October 28, 2022
- Holiday Book Tree – November 15 through December 31, 2022
- Brass Band Concert and Cookie Walk – December 1, 2022

Public Comment

- No public comments were made.

Other Business

- Upcoming Board Meetings – dates, time, location

Development Committee – Wednesday, June 15, 2022 at 10 AM – Zoom meeting

Action Items/Next Steps

- Board members were given a list of people and addresses from the Anniversary celebration with directions to write a personal thank you on the thank you letters and mail the letters.
- D. Arms will check with Three Daughters Inn about T. Purdy’s ideas and suggestions for a tea event.
- M. Lipsky will check with her mentor for ideas. Her mentor’s library holds a yearly tea.