

PrPL Meeting of the Board of Directors for June 24, 2021

The In person and 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, B. Brogley, P. Whittaker, H. Chang and visitor, Judge W. Yohn.

Absent: J. Antonio. J. Daniels was unable to log into the Zoom meeting.

S. Dolan made a motion to approve the minutes for April 2021 and May 2021. S. Holloway seconded the motion and it passed unanimously.

Committee Reports

Governance

Strategic Plan

Following a strategic plan outline from H. Parker of the TCN (Tri County Network) the Governance committee completed the following in draft form for the 2 year Strategic Plan:

Vision: PrPL advances literacy, and inspires curiosity in a welcoming, inclusive safe public space.

Mission: PrPL works to strengthen our diverse community by providing free and open access to resources that inform, instruct, inspire and promote lifelong learning.

Goals:

- Make copies of the local newspaper accessible to all interested people.
- Provide quality programming for the children and adults in our diverse community.
- Solve the drainage and traffic problems in the library parking lot.

New and Current Board members:

In an effort to expand the PrPL Board of Directors, Judge W. Yohn, a former Board member, was invited to attend the meeting. S. Holloway made a motion to have W. Yohn join the PrPL Board of Directors. O. Boyer seconded the motion and it was passed unanimously. S. Holloway will be reaching out to several current Board members to see if they wish to continue on the Board and several other perspective Board members.

Executive Director's Salary

The Executive committee recommended that H. Chang's salary be raised to \$57,000 since she completed her Master's degree. S. Holloway made a motion to increase H. Chang's to \$57,000, starting with the next pay period. P. Whittaker seconded the motion. It was passed - with B. Brogley abstaining because he did not have all the details of the salary discussion.

Finance

F. Hylton asked who has thanked corporations for their donations to the library. T. Iezzi said any donation that has contact information for the donor has been thanked. However, some

donations from corporations have no contact information – often because the donations come through a third party organization.

It was decided to visit the Pottstown Borough and the townships (Lower, Upper, and West) in September to give updates about the PrPL when the groups will be starting their budget conversations.

S. Holloway and H. Chang continue to work with the Donor Perfect program. Hopefully, a new printer will help in using the program to print appeal letters. H. Chang has received an updated list of businesses and corporations from the TCN. The goal is to send appeal letters to businesses and corporations in July and private citizens in August.

Development

The CHAIR-ity event raised \$11,298.71 and was considered successful!

The brass plaques' bookcase should be finished by August 9, 2021. The Development committee will be meeting in July to plan a 100th Anniversary Celebration that will also showcase the brass plaques. Members are needed to help plan the celebration and discuss the details of the brass plaques – such as, how much should the four sizes of plaques cost. Please look for an email from F. Hylton with the date for this important meeting. All are welcome!

B. Brogley is encouraging all Board members to continue selling duck tickets for the Duck Race on July 4. Tickets are available from the library and from B. Brogley. The more tickets sold by the library – the more money the library can earn.

Property

The parking lot continues to have problems – drainage and water issues; and traffic issues. The 2017 Landscaping plan was discussed and should be looked at again. Addressing the problems is one of the goals of the new Strategic plan. H. Chang has an idea for a temporary fix to the Washington Street entrance problem.

Friends of the Library

F. Hylton reported that the Friends of the Library will be using the library tables on the main floor of the library for a mystery themed book sale. C. Ryce of the Friends is helping F. Hylton organize the newspaper collection. B. Brogley will reach out to D. Penrod to see what her plans had been when she started to organize the newspaper collection. The Friends of the Library continue to stock the Little Free Libraries in the area. The Friends have \$13,000 in their account.

Director's Report – by H. Chang

- **May Monthly Meetings:** Board of Directors' Meeting – PRPL; Board of Directors' Meeting – MCLINC; Governance Meeting – PRPL; District Meeting – two meetings this month – MCLINC; Staff Meeting – PRPL
- **Duck Ticket Sales** – Still time to purchase tickets at the circulation desk.
- **Mailchimp Newsletter** – Newsletter has been well-received with many people commenting on the services the library provides. To receive the newsletter, sign up on the PrPL website: www.pottstownregionalpubliclibrary.org
- **July 4th Festivities** – The library and the Friends of the Library will have a table downtown during the July 4th festivities (it is a Sunday). The Friends will be selling books and the library will answer questions the community may have about library services. There will be pamphlets for people to take with them, applications for library cards and passports, a free hand-held flag or red, white, and blue boutonnieres along with free bottled water (while supplies last). The fee for the table has been waived because the library is a nonprofit organization.
- **National Night Out** – The library will be having a booth on August 3, 2021 in the area of Washington and Chestnut Streets. This is an important outreach. Last year this event was not held because of Covid and in 21 years that I have been here, the only person who attended this event with a library table was S. Davis. I am glad that M. Lipsky and I have secured a table to give out information, have the kids do a craft, and represent the library. It is from 6 – 8 p.m.
- **Porter-Brower Grant** – I am so very pleased that we have been awarded \$4,000 from this grant for the outdoor seating for the community to use. This will afford us to purchase 4 bench/tables, and a durable outdoor picnic table for the community to use. It will be an offering for the community to have outdoor Wifi and comfortable seating for this use, to read, or to use their laptop or borrow a laptop from the library for use using our WiFi. We have never offered an area for designated seating for this use and I feel this will send a very positive message to our patrons which shows we are trying to adapt to the times and do our best to offer higher end means for their use and pleasure. The bench/tables we will be purchasing are very similar to the ones they have at the Carousel. They are durable, multi-use, and made of indoor/outdoor construction.
- **Another Accident** – Detective Hatfield made me aware of a car backing up into another car and damaging it, only to then backup in our parking lot, and go the opposite direction they were going to avoid the charges of hitting the car. This happened on Washington Street again. I allowed her to look at our camera footage because she was trying to get a license for the vehicle that hit the car on Washington Street and then took off. This footage did not disclose any personal library patron information so I do not feel I was in any violation of any library code.
- **Curbside** - Curbside has been slacking off. The last couple of times we only had 4 and 6, respectively. If this continues for the rest of the month, we may decide to have curbside out front. If someone calls us and says we will be there in a couple of minutes, we can grab the books, check them out, take them out front before they have time to even pay the meter! By switching to curbside out front, this would allow us to free up a staff member who is assigned for curbside only to get little done when we have so few picking up. I do not want to cancel curbside service completely, so I feel this is a good alternative.
- **L. Kraljevich Claim** – I heard from the claims adjuster about a month ago, R. Irvine. He talked with L. Kraljevich's lawyer and told him that he is denying the claim. He told him that with testimonies by multiple employees, theft of time, and violation of multiple policies that he does not feel they have a case. We will wait to see if she decides to pursue the case.

- **Injured Youth** – The little boy who was hit by a motorist had to have brain surgery and a plate put in his head according to the family’s lawyer. The family’s lawyer was in touch with me. Since I did not witness the accident, I had my husband contact him because C Chang did see the aftermath of the boy in the street. The lawyer kept trying to change C Chang’s testimony about where the boy was hit. The lawyer said that the boy was hit in our parking lot and C. Chang insisted that the boy was hit on Washington Street and was laying in the middle of the street, not our parking lot. The lawyer also wanted to know who owned the building behind the library parking lot, etc. None of the staff witnessed the accident, but a couple of the staff did see the aftermath. Everyone knows that the motorist hit the boy as he came across the street. I told the staff that if there were any questions by this attorney or anyone else for this matter, to please contact me only.
- **Meal Kits**
Pottstown Library has partnered with Nutritional Development Services of the Archdiocese of Philadelphia to bring 7-day meal kits to kids and teens this summer. There is no cost to the library. The library is planning some of their summer activities around the meal distribution and handing out materials about library cards and library programs.
- **Masks**
Staff and library patrons will continue to wear masks in the library through the month of July.

Next meetings:

Development Committee meeting in July. Date to be determined.

There will be no PrPL Board of Directors meeting in July.

The next PrPL Board meeting will be Thursday, August 26 at 9 AM.

Adjournment:

The meeting adjourned at 10:12 AM.

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