

## **PrPL Meeting of the Board of Directors for August 26, 2021**

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

**Present:** F. Hylton, S. Holloway (speaker phone), S. Drauschak, B. Brogley, P. Whittaker, W. Yohn, H. Chang

**Absent:** S. Dolan, O. Boyer, J. Antonio

W. Yohn made a motion to approve the minutes for June, 2021. P. Whittaker seconded the motion and it passed unanimously.

### **Committee Reports**

#### **Finance (S. Dolan – chair)**

B. Brogley announced that the PrPL will receive between \$1400 - \$1500 from the Duck fundraiser. The final total will be known in the fall.

H. Chang shared that an annual appeal letter was sent to 350 businesses in August. An annual appeal letter to patrons will, hopefully, be sent in September/October. P. Whittaker would like to do a matching \$10,000 donation for patrons, as she did in 2020. Thank you, P. Whittaker!

F. Hylton asked that a copy of the 2020 PrPL audit be shared with all Board members (paper and/or a PDF digital copy) before the September 23 Board meeting. B. Akins, our auditor, will attend the September Board meeting to answer any questions.

It was discussed that the PrPL will have a \$52,000 shortfall in the budget starting in 2022. The shortfall is due to the budget cuts from Upper Pottsgrove Township and West Pottsgrove Township. T. Iezzi, PrPL bookkeeper, suggested approaching J. P. Mascaro & Sons trash company for a donation of \$52,000. They have supported other libraries in the area and they provide trash services to Pottstown Borough and Lower Pottsgrove. She also suggested finding a grant that would allow funds to be used for general funds. W. Yohn asked if the library will be receiving more funds from the government PPP loan program. The PrPL received two PPP loans that were forgiven. The PPP program has ended. W. Yohn would like to meet with T. Iezzi to have questions answered about the PrPL budget and financial records.

#### **Development (P. Whittaker – chair)**

P. Whittaker reported that the committee decided to wait a year before holding another CHAIR-ity event. Two successful CHAIR-ity events have been held (2019 and 2021).

The 100<sup>th</sup> Anniversary of the library will be celebrated in the spring of 2022, possibly with a wine and cheese event held inside the library. The celebration could include a speaker on the history of the library and 1920's music.

The Brass Plaque display bookshelf will be installed at the end of August by Whitegate Contracting. They are donating their time to install the bookcase. Thank you, C. Elliott.

We have 55 brass plaques to sell. The plaques will sell for: small - \$200 (18 plaques); medium short - \$500 (16 plaques); medium tall - \$1000 (17 plaques); and large - \$2000 (4 plaques). Plaques can be sold as soon as the bookcase is installed. The Trophy & Plaque Shack on High Street, Pottstown will engrave the plaques when they are purchased and help glue them in the bookcase. We would like to formally announce the Brass plaque project before the Christmas/holiday season. The Brass plaque bookcase could be highlighted at the 100<sup>th</sup> Anniversary celebration.

The committee will continue investigating all “free” places and sites to advertise the library. H. Chang usually calls the Pottstown Parks and Recreation department to have things announced on the digital signs in Pottstown.

F. Hylton looked at the wording on the new application to get a library card. According to the application, we can send information about the library using patron emails. Patrons have the option to opt out of receiving emails or they may Unsubscribe from them.

## **Governance (S. Holloway – chair)**

**Action B. Brogley made a motion to accept the resignations of Board members – J. Daniels and J. Antonio. P. Whittaker seconded the motion and it passed unanimously.**

With budgets being developed in the Pottstown Borough and the townships, the Governance committee and the Board feel it is important for H. Chang to attend their upcoming meetings and make a short presentation about the PrPL. Information that could be shared: full opening of the library – some Montgomery County libraries are not; curbside is available at all times; the success of children and adult summer programs – numbers are important; community outreach programs; the number of new patrons since May; thanks for past support and request continued financial support. W. Yohn suggested making a chart with the population in each municipality, the number of patrons from each municipality, the circulation from each, and the contribution from each municipality. Board members are encouraged to attend with H. Chang.

**Action B. Brogley made a motion to accept the Vision and Mission statements from the strategic plan. P. Whittaker seconded the motion and it was passed unanimously.**

The Vision and Mission statements may be put on the PrPL website, and in any other necessary places/literature about the library.

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

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

The new Employee Handbook was approved by the Governance committee and our solicitor, D. Allebach. D. Allebach thought it was very thorough. It was presented to the Board.

**Action**      **P. Whittaker voted to accept the PrPL Employee Handbook. S. Holloway seconded the motion. It was approved by F. Hylton, S. Holloway, S. Drauschak, P. Whittaker, and W. Yohn. B. Brogley abstained from voting.**

The Governance committee is working on a new strategic plan, using a template from the Tri County Network. The plan still needs work and will be shared at a future Board meeting.

We are still looking to add several new Board members.

**Property**      **(B. Brogley – chair)**

B. Brogley feels that more discussion at a committee meeting is needed to determine short term goals and long term goals for the library property and building. He thought that C. Elliott, former Board member, had drawn up a plan addressing short term and long term property issues. A storm water management/landscape plan was also written by Simone Collins Landscape Architecture that should be consulted. The Governance committee would like Goal #3 of the strategic plan to be: improve the parking lot to make it safer and more efficient – addressing the traffic problems and the drainage problems. All of the property improvements will require money. A question was asked how the main floor renovations and front of the library were financed in 2015? A grant was received and the library had to have matching funds. The library funds were from a Capital Campaign, organized by a former library executive director. Further discussion about the library property and building is needed.

**Director's Report**      **(H. Chang)**

H. Chang attended: PrPL Supervisor's meetings in June and July; PrPL staff meetings in June and July; MCLINC District meeting in June and July; MCLINC Board meeting in June and July; Riverfront Community August Event; and PA State Conference orientation for new directors. M. Lipsky attended the National Night Out.

Mail Chimp newsletter is being expanded to our patrons who have opted to have their names added to library mailings. These names will also be added to our Donor Perfect database for our appeal letter.

R. Irvine, our insurance adjuster made H. Chang aware of another claim against the library regarding the accident on Washington Street, when a child was hit by a car. The lawyer for the family claims the library should have a stop sign at the end of the parking lot where it connects to Washington Street.

G. James, an employee of the library, resigned. H. Chang is hoping to adjust schedules with current staffing to see if the void can be filled with existing staff.

H. Chang does not anticipate any policy changes in the near future. Masks are required in the library and there are no tables and chairs for patron use.

Former employee, L. Kraljevich, has two years to advance her claim against H. Chang. The adjuster said that since nothing has surfaced in any searches his office has done, they consider this claim dormant.

### **Friends of the Library**

F. Hylton reported that the Friends will be having an Inside-Outside Book Sale on September 17 and 18, 2021. Hardback books will be inside the library and children's books and paperbacks will be outside. The Friends will need help setting up and taking down the book sale each day.

### **Old / New Business**

F. Hylton said that her husband, T. Hylton, will be writing a number of articles for The Mercury about the history of the PrPL and the possibility of the Pottstown School District taking over the finances of the library like the Phoenixville School District and Phoenixville Library.

### **September meeting dates:**

**Wednesday, September 15: Development at 10 AM; Governance at 11 AM.**

**Monday, September 20: Finance at 3:30 PM; Property at 4:30 PM.**

**Thursday, September 23: Board of Directors at 9:00 AM.**

### **Adjournment:**

The meeting adjourned at 10:28 AM.

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