

# Pottstown Regional Public Library

## Board Meeting

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### Regular Board Meeting: August 25, 2022 6 PM

#### 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 Board member: D. Arms Board member: B. Brogley		Executive Director: M. Lipsky Staff member: Guest: C. Marchesani Guest: D. Spence

**A quorum was met: Yes**

**Meeting called to order at: 6:04 PM**

#### Introductions:

C. Marchesani – a lawyer with Wolf, Baldwin Associates, 800 E. High Street, Pottstown, PA.

D. Spence – a Pottstown Realtor and Pottstown resident.

#### Review & Approve Meeting Minutes

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

- **Motion was made by D. Arms to approve the minutes as presented to submit for audit. Seconded by W. Yohn and unanimously passed.**

#### Development Committee Report – **Need a New Chairperson**

- Development committee met on Wednesday, August 17<sup>th</sup> at 10:00 AM. Meeting minutes will be posted and are available upon request.
- The Library Lover's Tea has been scheduled at Three Daughters Inn, 1016 E High Street, Pottstown, PA
  1. Date: Saturday September 24<sup>th</sup> at 3:00 PM (No rain date)
  2. Event for 40 people – outside in the garden.
  3. All tickets will be sold ahead of time - \$50.00 a ticket, available online or at the library. Ticket sales will be tracked through Square and Bloomerang.
  4. Door prizes (books and mums); 50/50 raffle: \$5.00 per ticket (cash)
  5. Food/Drinks: Mini sandwiches from Giant; fancy mini desserts from Beverly's Pastry Shop; M. Lipsky will make English biscuits/scones; tea provided by T. Purdy; specialty teas from Charleston Tea Garden provided by S. Drauschak.
  6. We need to provide chairs from the library and canopies if it rains. The Inn has 6 chairs.
  7. The event will be advertised on the library's social media plus an email blast will be sent.
  8. F. Hylton and S. Drauschak will meet to send some flyers in the mail to people that might not use social media.

- Next Development committee meeting is scheduled for Wednesday, September 21<sup>st</sup> at 10:00 AM in the mezzanine.

## Finance Committee Report – S. Dolan

- Finance committee met August 22<sup>nd</sup>, 2022. Meeting minutes will be posted and are available upon request.
- Reports were sent out to the Board prior to meeting via email. The Board thanked M. Lipsky for the easier to read reports. (Landscape view)
- A large donation (\$76,806.51) was received from an estate. M. Lipsky has been in contact with the attorney for more information about the donation.
- The Board thanked M. Lipsky and the staff for the number of grants that the library has applied for and received. M. Lipsky has a list of other possible grants to apply for from TCN (Tri County Network).
- Several questions were asked about a few budget lines which were answered by M. Lipsky. One question led to a discussion about Board members' donations and budget line item 1430. All Board members are asked to give a yearly donation of at least \$100. This donation is separate from any other fundraisers that Board members would like to support. Most grants ask/require all Board members to support the library financially.
- M. Lipsky is trying to contact L. Wetty about the Wetty account.
- The TD bank account in a former Executive Director's name has been closed.
- B. Akins has sent draft information for the 2021 audit to Board members. The final audit will be shared with the Finance committee and then presented to the entire Board.
- **Motion was made by S. Dolan to approve the Finance reports from January through July to submit for audit. Seconded by S. Drauschak and unanimously passed.**
- Next Finance committee meeting will be Monday October 24<sup>th</sup> at 4:00 PM in the mezzanine unless an emergency meeting needs to be held to review the 2021 audit.

## Governance Committee Report – S. Holloway, Chairperson

- Governance committee met Wednesday, August 17<sup>th</sup>, 2022 at 11:15 AM. Meeting minutes will be posted and are available upon request.
- The Governance committee recommended C. Marchesani, Esq. to join the PrPL Board of Directors.
- **Motion by S. Holloway to add C. Marchesani, Esq. as a member of PrPL Board of Directors. Seconded by S. Dolan and unanimously passed.**
- S. Holloway introduced D. Spence who is considering joining the Board. D. Spence is a realtor and a resident of Pottstown. She is also a member of the Pottstown School District Board of Directors.
- The Governance committee reviewed the documents to be included in the binder for new board members. A new member will receive the binder after the meeting at which he/she becomes a member. S. Holloway and M. Lipsky will put the binders together.
- Next Governance committee meeting is scheduled for Wednesday, September 14<sup>st</sup> at 11:15 AM on Zoom.

## Property Committee Report – B. Brogley

- Property committee met August 22<sup>nd</sup>, 2022. Meeting minutes will be posted and are available upon request.
- B. Brogley has agreed to step into the committee chairperson role. Thank you!
- M. Lipsky will work on updating the Property/Building Needs checklist. It is now in an editable format.
- We will be conducting an inventory tour in September to further update the Property/Building Needs checklist. M. Lipsky will poll the staff and the Board for a date for the tour, which will include a tour of the attic.
- The potential use of the attic was discussed. Areas could be used for study rooms, conference/meeting rooms, and offices. Currently the attic is used for storage.
- Next Property committee meeting will be Monday October 24<sup>th</sup> at 5:00 PM

## Strategic Planning Committee Report – D. Arms

- Did not meet in August
- T. Reed, District consultant, will be scheduling meetings and will present the results of the Board and Staff surveys that were completed.

## Executive Director Report – M. Lipsky, Executive Director

See attached August 2022 Executive Director Report.

## Friends of the Library Report – F. Hylton

- M. Lipsky and the Friends are planning on moving the location of the Friends' Book Nook to the area near the steps to the Children and Youth departments. The move will make the Book Nook more visible. M. Lipsky would like to use moveable bookshelves. The Friends next book sale is August 26 and 27.

## Old Business

- Rotary Duck Race – we received a check for \$1138.50
- We still have not been able to find a lawn mowing company. West Pottsgrove is providing lawn services at this time.
- Meeting times & frequency.
  - Development = 3<sup>rd</sup> Wednesday of the month at 10AM – Will meet quarterly. Special meetings will be called as needed by the committee chair. Will meet monthly when there is a fundraiser being planned or debriefed. A decision to change the meetings to late afternoon or evening was not made.
  - Governance = 3<sup>rd</sup> Wednesday of the month at 11:15AM – Will meet quarterly. Special meetings will be called as needed by the committee chair. A decision to change the meetings to late afternoon or evening was not made.
  - Finance = 4<sup>th</sup> Monday of the month at 4:00PM –Will meet quarterly. Special meetings will be called as needed by the committee chair.
  - Property = 4<sup>th</sup> Monday of the month at 5:00PM –Will meet quarterly. Special meetings will be called as

- needed by the committee chair.
- Strategic Planning committee will meet as directed by our District Consultant, Tracey Reed.

### **New Business:**

- There was no new business.

### **Comments, Announcements, Other Business**

- M. Lipsky will be meeting with the superintendent from Pottsgrove School District to coordinate programs and get library cards in the hands of the students.
- S. Holloway visited Barth Elementary School, Pottstown and saw STEM kits in the school library. The students told her they got the idea from the STEM kits in the PrPL!
- D. Spence asked if Board meetings could be recorded? M. Lipsky will explore doing a Zoom link for meetings that would include a sound recording.
- Dairy Queen Fundraiser, 1467 E High Street, Pottstown. Wednesday, September 7, 2022. The PrPL receives 20% of all sales.

### **Public Comments:**

There were no public comments.

### **Executive Session (if needed):**

No Executive Session was held.

**Meeting adjourned at: 7:20 PM**

### **Future meetings:**

**Strategic Planning Committee: TBD**

**Development Committee: Wednesday, September 21, 2022 at 10 AM in the Library Mezzanine.**

**Governance Committee: Wednesday, September 14, 2022 at 11:15 AM by Zoom.**

**Finance Committee: Monday, October 24, 2022 at 4 PM in the Library Mezzanine**

**Property Committee: Monday, October 24, 2022 at 5 PM in the Library Mezzanine**

**Board of Directors Meeting: Thursday, September 22, 2022 at 6 PM in the Library Mezzanine**

**Appointments with Executive Director as needed: to schedule, email: [mlipsky@mclinc.org](mailto:mlipsky@mclinc.org)**

## Director's Report August, 2022 – M. Lipsky, Executive Director

### Director's Report August 25th, 2022 – M Lipsky, Executive Director

#### Operations Update:

- **Masks are going back to “Recommended”.** We are following the Montgomery County Guidelines via the COVID-19 Data HUB. Current transmission rates in Montgomery County are “medium”.
- **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 we are currently 4 hours over our required minimum.
- **Programming:** The Oceans of Possibilities Summer Reading 2022 was a resounding success. Be sure to check out the social media pages to see all the wonderful photos of some of the programs. We are getting great feedback from our patrons regarding our programs. Thank you to C Johnson, Youth/Teen Librarian, L Wrenn, Children's Librarian, V McMaster, Adult Services Program Assistant, and J Carraghan, Assistant Director/Head of Circulation for all their hard work on programming!

#### Trustee Notes

- **Board Changes:** B Brogley was welcomed back via a vote at our last Board of Directors meeting on July 28<sup>th</sup>. B Brogley will be finishing out his previous term. We will be voting to welcome C Marchesani, Esq. during this board meeting. We welcome visitor D Spence this evening as our guest who is interested in possibly becoming a board member.
- **Ongoing search for new board members:** We will continue to use our new onboarding process for new board members and have a clear written plan that the Governance Committee will be following. We have invited a number of guests to see our meeting this month. We welcome them. I am happy to answer any questions you might have.
- **Board sessions with Executive Director:** Please feel free to schedule time to chat with me if needed. Making an appointment is the best way to ensure my full attention.
- **Strategic Planning Committee:** T Reed is compiling the information gathered by the current board members and staff. Next step will be to schedule community town hall meetings and a survey.

#### Technology Update

- **Computer issues:** Our Internet service provider believe they found and resolved the issue that was causing temporary internet outages over the past few months. Staff agrees that there have not been any noticeable issues in the recent past.
- **MCLINC** is currently searching for a Technology Manager to replace Frank C who has moved onto another position. We have this position posted on our website as well to assist MCLINC in their search.

#### Staff & Volunteers

- **Staff Changes:** D Williams (University of the Arts, Philadelphia) and R Lipsky (Bucknell) have returned to College. They both did a fabulous job this summer. We look forward to their return in December for winter break. J Bosco is able to stay on a bit longer. He graduated from Ohio Wesleyan University this past May with a degree in geology. He has agreed to stay with us until he finds a position in his field. J Bosco does an excellent job. We are thankful for his dedication to the library! H Flyte has given her resignation effective September 2<sup>nd</sup>. H Flyte is pursuing her doctoral degree and is currently teaching classes at Lehigh University. She found the travel to be too much along with her academic endeavors. We wish H Flyte well and separate on good terms. A Lenker may be moving out of the area to better care for her mother. A Lenker is an excellent worker and will be missed when she moves. We should have at least 2 more months with A Lenker, but I am looking for her replacement now so we can have them trained before A Lenker's move.
- **Job Openings:** Currently, we have 3 jobs posted and are actively in the process of hiring. We are looking for 1 or 2 Circulation Assistants which will also be passport agents, 1-2 passport agent/notary, and the Technology Services Coordinator position I mentioned at the end of July. We have held 1 interview so far for the

Circulation Assistant with passport agent add on. I have copies of the job descriptions for anyone who would like to review them.

- **Job Description:** I am working to update all job descriptions as I found that has not been formally done since 2012. All staff will be receiving updated Job descriptions to define expectations and duties. They will get a copy and a copy will be placed in their personnel file.
- **Passport Training:** I am asking all staff that is not already a passport agent to consider becoming one. Passports are one of our main sources of income. I feel the more agents we have the better we can serve the community.
- **Department Changes:** No Updates
- **Staff Status:** We are currently at a staff of 14. This does not include me or the 3 seasonal employees. We have 2 leaving soon which will put us as 12. I meet with individual staff members once per month. They are welcome to schedule more time with me as needed. Each month I ask the staff to rate how they are feeling at work on a scale from 0-10, zero meaning Zen and happy, 10 meaning Super stressed. (so lower number is better, like golf!). The staff is currently averaging 3.5. I think that is amazing since we are short staffed. I will continue to monitor to make sure the burnout doesn't get overwhelming. The staff is overworked and underpaid but seem happy!
- **Volunteers:** No Update: We revised our Volunteer forms. We have had a few applications for volunteers and also had kids from the Hill School come for a cleanup day on July 15<sup>th</sup>.

#### Continuing Education & Meetings

- **Meetings & Webinars:** July & August are slow for meetings and training. I attended 2 webinars – Library Signage 101 and Legally Compliant Job Descriptions. I attended the July PALA South Eastern Chapter meeting. I continue to meet with my PALA Mentor bi-weekly. I attended the Upper Pottsgrove Township Meeting on August 15<sup>th</sup> and the Borough of Pottstown Committee of the Whole on August 3<sup>rd</sup>.
- **MCLINC Directors Meeting:** MCLINC Directors meeting was held via zoom on Friday, August 19<sup>th</sup>. I attended.
- **District Meeting:** District Meeting was held Wednesday August 10<sup>th</sup>. I attended this meeting
- **PALA Director's Institute:** I attended the PALS Directors Institute in person June 5<sup>th</sup> through June 8<sup>th</sup> in Harrisburg. We have 3 follow up calls in August, September and October. I plan to attend those via zoom.
- **PA OCL Director Training:** I was accepted into the PA OCL Director training which I completed on July 28<sup>th</sup>. I have a certificate for each individual module as well as a certificate of completion. There is a lot of great information.
- **ALA Annual Conference in June:** I attended the ALA annual conference in Washington D.C this year from June 23<sup>rd</sup> through June 28<sup>th</sup>. I feel I got some great information, however returned with covid. Just a sign of the times.
- **Staff Meetings Scheduled:** In-Service Day on Wednesday August 31<sup>st</sup> (change due to a Polaris Upgrade so computers will be down). We are using 1 of our 2 free trainings offered as part of our TCN membership. A Turner will lead the staff in an emotional intelligence exercise. I asked for there to be a focus on burnout and communication. Staff Meeting at 6 PM on October 6<sup>th</sup>, 6 PM November 10<sup>th</sup>, In-Service Day on Friday December 2<sup>nd</sup>. Holiday Party tentatively on December 18<sup>th</sup>.
- **MLIS progress** – I have completed both summer sessions and began another class this past Monday August 22<sup>nd</sup>. I have now finished 21 credits of 36 with a cumulative GPA of 3.89. I am currently enrolled in a Library Services for Multicultural Patrons for the 1<sup>st</sup> 7 week fall session, and Evaluation and Assessment of Library and Information Services in the 2<sup>nd</sup> 7 week fall session. 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 July 2022.
- **Book purchasing:** We are on track to meet or exceed our 12% goal in spending on circulation materials.

## Property

- **Checklist:** M Velez has created an editable checklist in excel for us to update. It is fabulous! Thank you, M Velez!
- **Attic cleanout:** N Forst, J Carraghan, and I have been working a few Sunday's to get the attic tidied and also got items ready to be recycled at our recycling event! There is room to move around. A great start to an ongoing project.

## Finance

- **Reports:** Please see provided reports. Please note: we are working with a new bookkeeper who is booking the transactions slightly differently than our previous staff. We are working together to make the reports clean and easy to read. If you have any feedback, please send me an email with details so I can work with the bookkeeper. Thank you all for your patience during this transition time.
- **2021 Audit:** We have all the information requested by B Akins and her team. We are waiting on the final report.
- **Annual Reports 2021:** Has been posted to our website.
- **Budget 2023:** I am working on next year's budget. I will present the preliminary budget to the finance committee at the October 24<sup>th</sup> meeting. There will be significant changes in this budget as many items were not included in the past. My goal is for this to be a comprehensive budget plan so we can have a more accurate view of where we are financially.

## Development

- **Summer Appeal:** As of 8-22-22 we have received \$5,815 which is 17% of the goal I set of \$35,000.
- **Library Lover's Tea event** to be held at Three Daughters Inn, Pottstown on Saturday, Sept 24<sup>th</sup> at 3 PM. A total of 40 tickets are available at \$50 each.
- 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. We will also begin our legacy giving plan in September.

## Staff Fundraising:

- **Grocery Bags:** Still available for a donation of \$5 or more.
- **Youth Services started a Gashapon token fundraiser:** So far raised \$498. The goal is to raise \$100 per month throughout the year.
- **Candy Bar Sale:** We are on our 2<sup>nd</sup> order of candy bars. This is a very popular ongoing fundraiser.
- **Staff Fundraising events:**
  - PAR Recycling event brought in \$813
  - Texas Roadhouse restaurant night is tonight (August 25<sup>th</sup>) and Dairy Queen night is Sept 7<sup>th</sup>. Flyers for both of these were sent to both school districts.
  - Mr. Sticky's Fundraiser –Delivery will be August 25<sup>th</sup>. We sold 30 - ½ dozens and will make 40% on each ½ dozen we sold.
  - Boscov's Friends and Family Coupon Sale – August – October – We have 500 coupons and make \$5 each
  - Health & Wellness Festival (Community event & Fundraiser) September 17<sup>th</sup> from 10 AM to 3 PM
  - Tumblers have been ordered. They will be for sale for \$12.50 each, Sept through December
  - Amazing Raise - October
  - Paranormal investigation – October 28th
  - Brass Band Cookie Walk – (Community event & Fundraiser) December 1st

## Grants:

No New Update

- **To date we have been granted \$52,771 in grants:**

- \$10,000 Orphans & Oddfellows, \$10,000 Thomas Taylor PNC, \$3000 Dollar General Summer Reading, \$2000 Soroptomists, \$12,000 Pottstown Health & Wellness Foundation, \$12,771 COVID relief ARP grant, \$3000 Porter Brower Grant 1<sup>st</sup> Presbyterian Church.
- We are still awaiting approval for the Greater Pottstown Foundation in the amount of \$15,000 – if awarded this, we will have acquired \$67,771 in grants in the 1<sup>st</sup> half of the year. I have a vast list of grants we will be writing in the 2<sup>nd</sup> half. Many of these we never tried for before, so we won't get them all.
- **NEW Grants:** we are working with the Borough, TCN, TCACC, and the District to look for new opportunities of grants.

**Bequest:** A generous patron has left the Pottstown Regional Public Library 5% of their estate. So far, our initial advance is \$76,806.51. I spoke with the attorney's office and they said if there is any further disbursement it will not be this big. Thankful for whatever amount we get.

#### Friends of the Library:

- I attended the August Friends of the Library meeting.
- No meeting in July.
- I presented a proposal to move the Friends from their current location to the far end. We will work together to make the move a smooth one.
- The Friends have a book sale August 26<sup>th</sup> & 27<sup>th</sup>.

#### Programming & Outreach

##### Digital Services

- **No updates**

##### Youth Services Programming Notes:

- For the August meeting we will have a report available from the Youth Services Staff. I want to make sure they are able to showcase their hard work and programs they are proud of. Look for this new feature next month!

##### Adult Programming Notes:

- For the August meeting we will have a report available from the Adult Services Staff. I want to make sure they are able to showcase their hard work and programs they are proud of. Look for this new feature next month!

##### Circulation and Collection Development

- For the August meeting we will have a report available from the Circulation Services Staff. I want to make sure they are able to showcase their hard work and programs they are proud of. Look for this new feature next month!

##### Outreach:

- **Pottstown Parks & Rec:** YSD hosting 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 a partnership with ArtFusion 19464 to offer a monthly program for families in the community room geared for ages 2 to 5
- **National Night Out** – August 2nd – we had a table and staff 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 had a vendor table from 8 AM to 5 PM during the GoFourth Celebrations. There has been a lot of positive feedback from both staff and patrons!
- **Challenge Center Grand Opening:** Saturday, August 27<sup>th</sup>

Submitted by M Lipsky, Executive Director