

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: September 22, 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 (phone) Board member: B. Brogley Board member: C. Marchesani		Executive Director: M. Lipsky Staff member: Guest:

A quorum was met: Yes

Meeting called to order at: 6:04 PM

Meeting recorded: No

Introductions:

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from August 25, 2022 were reviewed.

- **Motion was made by S. Dolan to approve the minutes as presented to submit for audit. Seconded by B. Brogley and unanimously passed.**

Development Committee Report – Need a New Chairperson

- Development committee met on Tuesday, September 20 at 11:00 AM. Meeting minutes will be posted and are available upon request.
- The Library Lover’s Tea at Three Daughters Inn, 1016 E High Street, Pottstown, PA
 1. Date: Saturday September 24th at 3:00 PM
 2. As of Wednesday, September 21 – 20 tickets have been sold. There is room for 40 people.
 3. Menu items:

Drinks: Specialty teas from Charleston Tea Garden – S. Drauschak; Decaffeinated tea – M. Lipsky; Tea, water, lemon slices, cream, sugar – T. Purdy

Course #1: English tea biscuits and scones – M. Lipsky; Blueberries – F. Hylton

Course #2: Cucumber sandwiches – J. Carraghan; Egg salad on pumpernickel and Chicken salad on mini-croissants – M. Lipsky.

Course #3: 2 types of cookies - J. Carraghan; Mini cupcakes from Beverly’s Pastry Shop – F. Hylton; Shortbread cookies – F. Hylton.
 4. Other supplies: Tickets and container for 50/50 raffle; Centerpieces – T. Purdy; Mums for door prizes – S. Drauschak; Books for door prizes – S. Drauschak and Friends of the Library – F. Hylton; Gift bags for door prizes – S. Dolan. Chairs – M. Lipsky from the library; Tablecloths – T. Purdy;

Plates, silverware, tea cups, tea pots, napkins – T. Purdy. Small baskets for tea bags – T. Purdy and S. Drauschak. Conversation cards – M. Lipsky. Flyers at each place with schedule, menu, and upcoming events at PrPL – M. Lipsky.

5. Schedule for the day:

1:30 PM Arrive at Three Daughter's Inn to set up
2:45 Expect guests to begin arriving
3:00 Finding seats and conversation
3:15 Welcome and any announcements – M. Lipsky
3:20 Teas offered – short history of the Charleston Tea Garden – S. Drauschak
3:30 First Course – while eating – Board member introduction and information. Library Plaques shown and passed around.
3:45 Second Course – tea conversation cards
4:00 Third Course – final call for 50/50
4:15 Draw numbers for door prizes. Thank Three Daughter's Inn and acknowledge Beverly's Pastry Shop
4:30 End of official event
5:00 Clean up.

- Next Development committee meeting is scheduled for Wednesday, October 19th at 10:00 AM in the mezzanine. M. Lipsky will be at PaLA and will send a sub for the meeting.

Finance Committee Report – S. Dolan

- Finance committee did not meet in September.
- Unofficial reports were sent to Board members prior to the meeting via email.
- Audit and 990 for 2021 are finished and all Board members have received a copy. Physical copies are available upon request from M. Lipsky. S. Dolan asked if a Board member should sign the audit.
- Questions were asked about several budget categories: 4900; 7160; 1433; 8000. M. Lipsky will check with the bookkeeper for explanations of the accounts. The bookkeeper is still working on correcting/updating various accounts from the previous bookkeeper. F. Hylton commented that donations and passport fees have increased.
- A question was asked if people receive a thank you note/letter when giving money in memory of a person. M. Lipsky said yes.
- M. Lipsky is working on the 2023 budget with help from her mentor, T. Reed, M. Sossman, and M. Kehoe.
- Next Finance committee meeting will be Monday October, 24 at 4:00 PM in the mezzanine. The 1st Draft of the 2023 budget will be presented to the committee at the meeting.

Governance Committee Report – S. Holloway, Chairperson

- Governance committee met Wednesday, September 14th, 2022 at 11:15 AM via zoom. Meeting minutes will be posted and are available upon request.
- The Governance committee recommended D. Spence to join the PrPL Board of Directors.
- **Motion by B. Brogley to add D. Spence as a member of PrPL Board of Directors. Seconded by S. Holloway and unanimously passed.**

- It is time to start consideration of officers for 2023. Our current By-Laws state that all officers serve for a two-year period. Given that 1 Board member's term expires in 2022 and 3 Board members' terms expire in 2023, we may need to change our By-Laws to have experienced members fill the officer positions.
- It was discussed to add a line to the current By-Laws stating: that if a Board member accepts a 2 year officer term and their service term expired in the middle, the Board member is able to extend their service term to the end of the officer term.
- The Governance committee continues to look for Board members with skills in the following areas: IT, HR, Accounting, and Fundraising/Development.
- Executive Director goal update – M. Lipsky reported that:
 - Programming goals have been exceeded.
 - The summer appeal has yielded \$10,000.00 to date
 - Staff initiated fund raising is ongoing.
 - Grants are being applied for by multiple staff members.
- W. Yohn asked if a second appeal letter will be sent. M. Lipsky is working with M. Sossman on a second letter and additional ideas to raise money.
- Next Governance committee meeting is scheduled for Wednesday, October 19th at 11:15 AM in the mezzanine. M. Lipsky will be at PaLA and will send a sub for the meeting.

Property Committee Report – B. Brogley

- Property committee did not meet in September.
- The Property checklist was partially updated and sent with the Board reports. Of the 95 items on the Property checklist, 20 have been completed. The Property checklist is a work in progress.
- We will be conducting an inventory tour for Board members to update our Property needs checklist. M. Lipsky will set some dates for the tour.
- Next Property committee meeting will be Monday October 24th at 5:00 PM

Strategic Planning Committee Report – D. Arms

- Did not meet in September.
- T. Reed, District consultant, is scheduling the community and staff meetings and will be reaching out to the committee ASAP.

Executive Director Report – M. Lipsky, Executive Director

See attached September 2022 Executive Director Report.

Friends of the Library Report – F. Hylton

- Continued work on the Plan for moving the location of the Friends and revising how services are offered.
- M. Velez is working with C. Ryce of the Friends to inventory the Friends' books that are stored in the attic. Lists will be sent to two vendors (Discover Books and Cash for Your Books.net) for purchase or recycling.

- The Friends made \$1500 at their book sale in August.
- M. Lipsky and M. Velez attended the meeting on September 19th.

Old Business

- Fundraising and activities:
 - PAR Recycling event brought in \$813.
 - Texas Roadhouse restaurant night - \$144.
 - Mr. Sticky's Fundraiser – \$196.
 - Dairy Queen Fundraiser - \$115.
 - Boscov's Friends and Family Coupon Sale – August – October – We have 500 coupons and make \$5 each.
 - Tumblers have arrived. They will be for sale Sept. through December – 1 for \$15 or 2 for \$25
 - Amazing Raise – October.
 - Paranormal investigation – October 28th - \$25 per ticket plus sponsorships. (Donuts and cider)
 - Brass Band Cookie Walk – (Community event & Fundraiser) December 1st \$25 per ticket plus sponsorships.
- Meeting times & frequency
 - Development = 3rd Wednesday of the month at 10 AM – Will meet quarterly. Special meeting will be called as needed by the committee chair. Will meet monthly when there is a fundraiser being planned or debriefed. Do we want these to be in the late afternoon or evening?
 - Governance = 3rd Wednesday of the month at 11:15 AM – Will meet quarterly. Special meeting will be called as needed by the committee chair. Do we want these to be in the late afternoon or evening?
 - Finance = 4th Monday of the month at 4:00 PM – Will meet quarterly. Special meeting will be called as needed by the committee chair.
 - Property = 4th Monday of the month at 5:00 PM – Will meet quarterly. Special meeting will be called as needed by the committee chair.
 - Strategic Planning committee will meet as directed by our District Consultant, T. Reed.

New Business:

- Amazing Raise promotion
 - October 1 – 31, 2022
 - A Tri County Network (TCN) event with 50 nonprofit organizations participating. TCN will match funds that we raise.
 - Each group has a page on the TCN site.
 - Funds from Boscov's coupons go towards the Amazing Raise. Also candy bar sales during the month of October go towards the Amazing Raise totals.
- M. Lipsky presented a list of 2023 closings for the PrPL.
- **Motion by S. Drauschak to accept the recommendation of closings for 2023 as presented. Seconded by W. Yohn and unanimously passed.**

Comments, Announcements, Other Business

Public Comments:

There were no public comments.

Executive Session (if needed):

No Executive Session was held.

Meeting adjourned at: 7:36 PM

Future meetings:

Strategic Planning Committee: TBD

Development Committee: Wednesday, October 19, 2022 at 10 AM in the Library Mezzanine.

Governance Committee: Wednesday, October 19, 2022 at 11:15 AM.

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, October 27, 2022 at 6 PM in the Library Mezzanine

**Appointments with Executive Director as needed: to schedule, email: mlipsky@mclinc.org
Or text: 610-334-2409**

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

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

Director's Report September 22nd, 2022 – M Lipsky, Executive Director

Operations Update:

- **Masks remain "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:** Our program leads continue to meet or exceed our program goals.

Trustee Notes

- **Board Changes:** C Marchesani was welcomed as a new Board member via a vote at our last Board of Directors' meeting on August 25th. The Governance committee will be recommending voting in D Spence this evening becoming a new Board member.
- **Ongoing search for new Board members:** The search will continue following the new protocol set by the governance committee.
- **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:** We have upgraded to Polaris 7.2 as of 8-31-2022. So far there are not any issues. On Monday September 19th we upgraded to Cloud9 public computer management system. Also going well. October 2nd and 3rd our public computers will be down as a representative from MCLINC comes to reimage every computer.
- **Internal Tech Coordinator position:** I am conducting a 2nd interview with a qualified candidate to take the position of our Technology Coordinator. This is a great time for her to join the team as there will be specific training for her position offered by MCLINC in the very near future.
- **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:** J Bosko has been offered a permanent part time position as he searches for work in his field of geology. J Bosko has been a wonderful part of our team and I am happy to be able to offer him paid holidays as well as vacation beginning in 2023. M Velez has been moved from Part-Time to Full time as of Monday, September 26th. She will be eligible for insurance as of January 1st 2023. M Velez has been an integral part of our team and will be our point person for all things database. M Velez has earned this position many times over and I am thrilled she accepted. V McMaster has been changed from Adult Program Coordinator to Adult Program Assistant. There is an opportunity to regain the position with clear improvement in communication, initiative, and self-motivation. We Welcome K Gladback as our newest Circulation Assistant. As soon as she is comfortable with circ requirements, she will go through passport training. We have 2 others coming in for 2nd interviews. We are still looking for a janitor, but we have a lead that we will talk to in early October.
- **Job Openings:** Once we complete the 2nd interview round, the only position left to fill is the custodian/janitor position
- **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 had a staff in-service say on Wednesday August 31st. We took advantage of one of our free trainings through TCN. Coach A Turner spoke on emotional intelligence in the workplace. We are currently at a staff of 15 regular staff. This does not include me or the 3 seasonal employees. If we hire the Tech Coordinator, 2 circ staff, and janitor, we will be at 19. 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 burnout doesn't get overwhelming. The staff is overworked and underpaid but seem happy!
- **Volunteers:** We do have youth volunteers scheduled. We are open to adult volunteers as well.

Continuing Education & Meetings

- **Meetings & Webinars:** End of August and September Trainings: I attended 2 webinars – Dealing with Difficult staff, Director’s Institute – Library engagement with community, Non-Profit Board Engagement, TCN Donor Database Training #2, ADA compliance training. I continue to meet with my PALA Mentor bi-weekly. I attended the Borough of Pottstown Committee of the Whole on September 7th.
- **MCLINC Directors Meeting:** There was no September MCLINC Directors meeting.
- **District Meeting:** District Meeting is scheduled for September 28th. I will attend
- **PALA Director’s Institute:** Completed
- **PA OCL Director Training:** Completed
- **ALA Annual Conference in June:** Completed
- **Staff Meetings Scheduled:** Staff Meeting at 6 PM on October 6th, 6 PM November 10th, In-Service Day on Friday December 2nd. Holiday Party tentatively on December 18th.
- **MLIS progress** –I have 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 1st 7 week fall session, and Evaluation and Assessment of Library and Information Services in the 2nd 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 August 2022.
- **Book purchasing:** We are on track to meet or exceed out 12% goal in spending on circulation materials.

Property

- **Checklist:** I am working on updating the checklist. I already see opportunities to save money, but there are many things that need repair since the creation of this list in 2016. I will also use this list when creating the 2023 budget.
- **Attic cleanout:** M Velez has presented a solution to the friends to reduce the number of books they keep in the attic. M Velez is working closely with C Ryce to test and perfect the system.

Finance

- **Reports:** Please see provided reports. Please note: These reports have not been reviewed by the finance committee and are not being submitted for audit at this meeting.
- **2021 Audit:** Our Audit and 990 are complete and have been submitted to the state. I have copies available for review, and you should have all received a copy via email.
- **Budget 2023:** I am working on next year’s budget. I will present the preliminary budget to the finance committee at the October 24th 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 9-21-22 we have received \$7,511.15 with 63 donors.
- **Library Lover’s Tea event** to be held at Three Daughters Inn, Pottstown on Saturday, Sept 24th at 3 PM. A total of 40 tickets are available at \$50 each. As of Wednesday, 9-21-22 we sold 20 tickets.
- S Dolan and I attended a training on Tuesday, September 13th with TCN regarding Board development and fundraising. If there is any type of training you want as a board, we can get training through TCN and M Sossman.
- 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

October. M Sossman will also be sitting down for a working session with M Velez and I so we can set up our Bloomerang with more detail.

- We are participating in the Amazing Raise 2022 which takes place from October 1st through October 31st!

Staff Fundraising: (These numbers are estimates until they are on official financial reports)

- **Grocery Bags:** Still available for a donation of \$5 or more. \$250 raised in 2022
- **Youth Services Gashapon token fundraiser:** So far raised \$546.
- **Candy Bar Sale:** We have sold over 500 chocolate bars! This is a very popular ongoing fundraiser.
- **Staff Fundraising events:** (These numbers are estimates until they are on official financial reports)
 - PAR Recycling event brought in \$813
 - Texas Roadhouse restaurant night \$144.
 - Mr. Sticky's Fundraiser – \$196.
 - Dairy Queen Fundraiser: \$115.
 - Boscov's Friends and Family Coupon Sale – August – October – We have 500 coupons and make \$5 each
 - Tumblers have arrived. They will be for sale Sept through December – 1 for \$15 or 2 for \$25
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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 1st 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 1st half of the year. I have a vast list of grants we will be writing in the 2nd 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.

Friends of the Library:

- I attended the September Friends of the library meeting.
- M Velez presented a proposal to automate Book Nook procedures and inventory on hand books.
- The Friends had a book sale August 26th & 27th. The next and possibly final book sale will be November 18th & 19th

Programming & Outreach

Digital Services

- **No updates**

Youth Services Programming Notes:

- For the September 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 September 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 September 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:

- **Fete en Blanc:** M Lipsky attended and connected with many key community players
- West Pottsgrove Back to School night
- M Lipsky met with Dr. Finnerty on 9-6-2022 to establish a more robust partnership with Pottsgrove school district
- M Lipsky volunteered at the TriCounty Chamber Golf outing on 9-12-2022 and was able to introduce the library to some top potential donors.
- M Lipsky attended an informational event with the TriCounty Area Chamber of Commerce on Wednesday Sept 7th. The library will be featured in Season 10 of Chamber Chat Podcast and a tip from M Lipsky will be included in one of the TCACC member newsletters!
- J Zlomek of the Sanatoga Post assisted the Library with advertising the Health & Wellness Festival (Community event & Fundraiser) - Over 250 attendees and 15 groups were represented.
- M Lipsky resolved an issue with a Facebook post.

Submitted by M Lipsky, Executive Director