

PrPL Meeting of the Board of Directors for September 23, 2021.

The In person meeting was called to order by President F. Hylton at 9:06 A.M.

Present: F. Hylton, S. Holloway, S. Drauschak, W. Yohn, M. Lipsky, B. Akins, auditor

Absent: S. Dolan, W. Brogley, P. Whittaker, H. Chang

Auditor, B. Akins spoke about the PrPL audit for the year that ended December 31, 2020. She addressed the letter and financial statements that were issued on July 15, 2021 and emailed to Board members on September 15, 2021. She explained the letter with her findings, and she explained the Financial Statements, along with the fiduciary responsibility of the Board. Board members asked questions, which were thoroughly explained. The audit is available to the public.

It was recommended that the Board receive the following QuickBooks reports the MONDAY before the THURSDAY Board meeting:

- Balance Sheet with Year to Date Comparison Column
- Profit & Loss Year to Date with Previous Year Comparison Column
- Profit & Loss Budget versus Actual

B. Akins will send an email to H. Chang and T. Iezzi requesting the reports be sent to Board members.

W. Yohn made a motion to approve the meeting minutes for August 26, 2021. S. Holloway seconded the motion and it passed unanimously.

Committee Reports

Finance (S. Dolan – chair - absent)

We did not receive Financial reports for August, 2021 or September, 2021. M. Lipsky will request those reports and send them to the BOD. W. Yohn would still like to meet with T. Iezzi to discuss the PrPL 2021 budget.

It was decided that F. Hylton will speak to P. Whittaker about her \$10,000 Matching Gift to see when she would like to do this – October, November, December? How will the timing work with the individual appeal letters? Have the individual appeal letters been sent? If not – they need to be sent sooner rather than later. Can the Board see both the corporate and the individual appeal letters?

Donor Perfect: The question was asked if the program is worth the money it costs yearly? Would it be more effective and efficient for a staff member to use the program rather than a volunteer? The BOD requested that M. Lipsky investigate software programs for donations and discuss with H. Chang the idea of a staff member using whatever program we decide to use.

Development (P. Whittaker – chair - absent)

Brass plaques: M. Lipsky has designed a flyer announcing the sale of the brass plaques for the Pottstown Library Honor Wall. She has also designed an order form and is waiting for information from the engraver for the number of spaces allowed for engraving. F. Hylton will find out the necessary information. F. Hylton will also check on a way to make the engraving on the brass plaques easier to read. It was suggested that we post an alphabetical list of the names on the plaques.

Some of the Development committee's meeting included topics also discussed by the Finance committee – P. Whittaker's Matching Gift, and corporate and individual appeal Letters.

Governance (S. Holloway – chair)

Action: S. Holloway made a motion to accept O. Boyer's resignation from the PrPL BOD effective September 15, 2021. W. Yohn seconded the motion and it passed unanimously.

The Board continues to look for new members. S. Holloway talked to a West Pottsgrove commissioner to help find a Board member from West Pottsgrove Township. S. Holloway and M. Lipsky used PrPL BOD information and information from the Tri County Network to put together a Board of Director's Job Description flyer.

H. Chang will have the mid-year review of her yearly goals summarized for the October Governance Committee meeting.

Action: F. Hylton made a motion to adopt the Governance's PrPL Strategic Plan 2021 as a working document to look at monthly for progress and/or changes. W. Yohn seconded the motion and it passed unanimously. The PrPL Strategic Plan is in an attached email.

Strategic Plan Goal #1 – Newspapers. F. Hylton continues to work on the historic local newspapers and the process of having them digitized. She is trying to contact persons/companies to have permission for microfilm materials to be digitized.

Strategic Plan Goal #2 – Quality programming. The idea of "Are you aware that the PrPL offers?" needs more time to be explored and shared.

S. Holloway recommended that H. Chang make every effort possible to attend the coming budget meetings of the Pottstown Borough, Lower Pottsgrove Township, Upper Pottsgrove Township, and West Pottsgrove Township to discuss the role of the PrPL, share statistics, and ask/thank them for financial support.

W. Yohn asked again for statistics for all 3 townships and the Borough showing population, card holders, and circulation statistics. F. Hylton will check with T. Reed, Montgomery County District Library consultant to see if we can charge West Pottsgrove and Upper Pottsgrove residents for library cards if the townships do not support the PrPL financially.

Property (B. Brogley – chair - absent)

The Children’s Department sustained major flooding from Hurricane Ida on September 1 and 2, 2021. An incident report is included with M. Lipsky’s Director’s Report for H. Chang. M. Lipsky will talk to H. Chang with a suggestion about the carpet for helping with clean-up after a flood.

Strategic Plan Goal #3 Parking Lot: W. Yohn made a recommendation to temporarily close the Washington Street entrance/exit to the PrPL parking lot and use Union Alley to access the parking lot. We would need signs to announce the closing and temporary barriers.

Action: S. Holloway made a motion to contact the necessary people at Pottstown Borough (C. High?) to discuss the temporary closing of the Washington Street entrance/exit to the PrPL parking lot. W. Yohn seconded the motion and it passed unanimously. F. Hylton and W. Yohn will meet with Pottstown Borough officials.

Strategic Plan Goal #3 Drainage: The committee plans to meet with Mr. Simone to discuss his landscaping plan for flood mitigation.

Director’s Report (M. Lipsky for H. Chang)

See M. Lipsky’s report in an attached email. M. Lipsky also included a Youth Services Monthly report.

Friends of the Library

F. Hylton reported that the September Friends of the Library’s Inside / Outside book sale earned \$787.

October 2021 meeting dates:

Wednesday, October 20: Development at 10 AM; Governance at 11 AM.

Monday, October 25: Finance at 3:30 PM; Property at 4:30 PM

Thursday, October 28: Board of Directors at 9:00 AM.

Adjournment:

The meeting adjourned at 11:06 AM.

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