

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: October 27, 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 Board member: Board member: D. Spence (Zoom)	C. Marchesani	Executive Director: M. Lipsky Staff member: M. Velez Guest:

A quorum was met: Yes

Meeting called to order at: 6:02 PM

Meeting recorded: Yes

Introductions:

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from September 22, 2022 were reviewed.

- **Motion was made by S. Holloway 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 did not meet in October.
- The Library Lover's Tea was held on September 24, 2022. T. Purdy of the Three Daughters Inn provided her garden space, tables, tablecloths, flowers, and dishes. Thank you, T. Purdy! Thank you to: M. Lipsky and J. Carraghan for providing food – tea sandwiches, scones, and cookies; F. Hylton for providing her special cookies and mini cupcakes from Beverly's Pastry Shop; S. Dolan for gift baskets; S. Drauschak for specialty teas and mums for door prizes; F. Hylton, The Friends of the Library, and S. Drauschak for books for door prizes. We were very lucky with beautiful weather! The 50/50 raffle winner gave her winnings back to the library. Photos of the afternoon were posted on the library's social media. We raised approximately \$1460.

Finance Committee Report – S. Dolan

- Finance committee met on Monday, October 24, 2022.
- Financial questions from last month were answered by the Bookkeeper. D. Spence asked for an explanation of the library's Hot Spots in the budget. M. Lipsky explained that there is an expense to the

library for the Hot Spots and a fee to patrons to use the Hot Spots so there is an expense and an income from the Hot Spots.

- M. Lipsky and the Bookkeeper continue working on the set-up of accounts in QuickBooks. The goal is to streamline the accounts to make them easier to read for the 2023 year. Currently, the accounts are set-up with categories and subcategories, and even more subcategories causing duplications of items. They are working to make the reports match the State Report and follow basic accounting practices. They are also working to make it easier to track Staff fundraisers, Board fundraisers, and donations.
- W. Yohn commented that we appear to be over budget in several areas. M. Lipsky said we will still be receiving money from the Borough, West Pottsgrove, and Lower Pottsgrove through the end of year. Also, the 2022 budget did not include any price increases from the previous year.
- W. Yohn thanked the staff for their fundraising efforts this year. The staff has raised over \$4200 so far this year!
- The state will be increasing state funding for libraries by 17% for next year.
- Financial reports from August and September were reviewed and recommended to submit for audit.
- **Motion was made by S. Dolan to approve the Finance reports from August and September, 2022 to submit for audit. Seconded by W. Yohn and unanimously passed.**
- M. Lipsky is working on the 2023 budget and the first draft was discussed at the Finance committee meeting. The final draft will be ready for the Finance committee to review in November.
- Next Finance committee meeting will be Monday, November 14 at 4:00 PM in the Mezzanine.

Governance Committee Report – S. Holloway, Chairperson

- Governance committee met Thursday, October 27, 2022 at 5:30 PM. Meeting minutes will be posted and are available upon request.
- The committee will be meeting with various library staff members on Thursday, November 10 for their evaluation and input for the Executive Director's annual evaluation. Staff members not being interviewed will be given the opportunity to complete a questionnaire in writing before the end of the day on November 10.
- The committee will present a slate of officers at the November Board meeting.
- The committee has been discussing what to do if a Board member accepts a 2 year officer term and their service term expires in the middle. Do we need to change the By-Laws or add an amendment? M. Lipsky is checking with T. Reed, District Consultant.
- The Governance committee continues to look for Board members with skills in the following areas: IT, HR, Accounting, and Fundraising/Development.
- Next Governance committee meeting is scheduled for Thursday, November 10 at 1:30 PM in the Library Mezzanine.

Property Committee Report – B. Brogley

- Property committee did not meet in October.
- The inventory tour for Board members to update the property needs checklist has not taken place. B. Brogley will look at a Saturday morning for the tour.
- Next Property committee meeting TBD.

Strategic Planning Committee Report – D. Arms

- There has been a small delay in the Strategic Planning committee progress.
- 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 October 2022 Executive Director Report.
- M. Lipsky highlighted staff changes – staff that resigned; new staff; and staff openings that need to be filled.
- D. Arms suggested contacting the Montgomery County IU for help in filling the part time custodian. He also asked about the various job levels. M. Lipsky explained that the levels show skill levels and responsibilities for each job to objectively determine salaries.
- A question was asked about comp time – who can earn comp time; how much time can accumulate; and when should it be used. It was decided that the Governance committee will examine comp time and make a recommendation to the Board for the Employee handbook.
- N. Forst is checking with the Sunshine Law group about redacting employee names in posted minutes to protect privacy to answer a question raised by a former staff member.
- Due to excessive overtime and change of duties including titles, M. Lipsky requested consideration to change J. Carraghan and N. Forst to: Exempt Salary at the PA state required minimum rate for exempt salaried employees (\$45,500 annually) effective next pay period starting November 7, 2022.
- **Motion was made by S. Holloway to make J. Carrighan and N. Forst salaried employees as recommended by M. Lipsky. Seconded by S. Dolan and unanimously approved.**

Friends of the Library Report – F. Hylton

- The Friends' meeting was rescheduled to October 31, 2022. M. Velez and C. Ryce have inventoried 32 boxes of Nonfiction books in the attic.

Old Business

- Amazing Raise – October
 - Last day to raise funds is October 31, 2022.
- Paranormal Investigation – October 28, 2022.
 - \$25 per ticket plus sponsorships
 - Tours will be offered by two teams of staff members. Tours will be at 6:30; 7:00; 7:30; and 8:00 PM.
 - A Medium will be reading cards and donating her fees to the library.

- Brass Band Cookie Walk
 - December 1, 2022 after library hours
 - Community event and Fundraiser - \$25 per ticket plus sponsorships
 - Brass Band will play while people fill tins with cookies.
 - Cookies are being donated by patrons, businesses, and staff.
 - Sponsorships and sponsors are needed.

- Holiday Tree
 - Set up before Brass Band Cookie Walk – December 1, 2022.

- Board Donations for 2022
 - Board members are encouraged to make their yearly donation (\$100 suggested) before the end of October to count for the Amazing Raise.
 - The Bookkeeper will be setting up Board Donations by Board member names.
 - Grants that the library applies for ask if all Board members support the library financially.

New Business:

- Local Government Outreach
 - M. Lipsky would like Board members and patrons to contact their Borough Council members or Township Commissioners to tell them how important the library is to them and the community.

- M. Lipsky recommended the Board approve the State Aid Library Planned use of Funds.

Motion by D. Arms to approve the State Aid Library Planned use of funds as presented. Seconded by S. Holloway and unanimously passed.

- American Funds Issue
 - It was discovered that last year, 3 staff members missed activating their Simple IRAs. They will be compensated for this error.

Comments, Announcements, Other Business

There were no comments or announcements.

Public Comments:

There were no public comments.

Executive Session (if needed):

No Executive Session was held.

Meeting adjourned at: 7:31 PM.

Future meetings:

Strategic Planning Committee: TBD

Development Committee: No meeting scheduled

Governance Committee: Thursday, November 10, 2022 at 1:30 PM in the Library Mezzanine.

Finance Committee: Monday, November 14, 2022 at 4 PM in the Library Mezzanine

Property Committee: Monday, November 14, 2022 5 PM in the Library Mezzanine

Board of Directors Meeting: Thursday, November 17, 2022 at 6 PM in the Library Mezzanine
(1 week early due to Thanksgiving)

**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 October 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:** D Spence was welcomed as a new Board member via a vote at our last Board of Directors' meeting on September 22, 2022.
- **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

- **Internal Tech Coordinator position:** We welcome M Byrne as our new Technology Coordinator as of October 24th. This is a great time for her to join the team as there will be specific training for her position offered by MCLINC in December for all MCLINC MACs.
- **MCLINC** has hired A Cole as their new Technology Coordinator for MCLINC.

Staff & Volunteers

- **Staff Changes:** J Bosko has been offered a position in Norristown working in geology! While we are thrilled for J Bosko, we are sad to see him go. J Bosko has been a wonderful asset to the Pottstown Library for years. He has offered to volunteer as needed. V McMaster has resigned as Adult Programming Coordinator as of October 8th. L Wrenn has resigned as of October 19th. We welcome L Stephenson-Horne as a new Circ assistant and will be trained as a passport agent as of October 11th. We welcomed M Byrne as our new Technology Coordinator as of October 24th.
- **Job Openings:**
 - Adult Programs Coordinator & Outreach – Full Time – Level 3
 - Children's Programs Coordinator & Outreach – Part time – Level 3
 - Youth Library Assistant– Part time – Level 1
 - Passport Agent only– Part time – Level 1
 - Page– Part time – Level 1
 - Custodian– Part time
- **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 receive 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 regular staff. This does not include me or the 2 seasonal employees. If we hire the above listed openings, we will be at 20. 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:** We do have youth volunteers scheduled. We are open to adult volunteers as well.

Continuing Education & Meetings

- **Meetings & Webinars:** I attended the Borough of Pottstown Committee of the Whole on October 5th in person. I also attended the PALA 2022 Conference in Harrisburg PA from October 15th through October 19th.
- **MCLINC Directors Meeting:** I attended the MCLINC director's meeting on Friday October 21st in Norristown. I also attended the Montgomery County District Meeting on Wednesday, October 26th held via zoom.
- **District Meeting:** District Meeting is scheduled for October 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 5:30 PM November 2nd, In-Service Day on Friday December 2nd. Holiday Party tentatively on December 18th.
- **MLIS progress** –I have finished 24 credits of 36 with a cumulative GPA of 3.89. I am currently enrolled in 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 September 2022 sent via email.
- **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 the 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 sent via email.
- **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 presented 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

- 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 had 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
 - Brass Band Cookie Walk – (Community event & Fundraiser) December 1st \$25 per ticket plus sponsorships

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:

- Meeting in October was rescheduled for October 31, 2022.

Programming & Outreach

I have attached separate reports from each department surrounding programming and outreach. Please enjoy!

Digital Services

- **No updates**

Outreach:

- J Zlomek of the Sanatoga Post assisted the library with advertising the Fright Night event on October 28th (Community event & Fundraiser)

Submitted by M Lipsky, Executive Director