

## **PrPL Meeting of the Board of Directors for Thursday, October 28, 2021**

The In person meeting was called to order by President F. Hylton at 9:03 A.M.

**Present:** F. Hylton, S. Holloway, S. Dolan, S. Drauschak (by phone), P. Whittaker, W. Yohn, H. Chang, M. Lipsky, T. Reed – Montgomery County District Library Consultant, D. Arms – potential BOD member.

**Absent:** B. Brogley

**T. Reed** is the new Montgomery County District Library Consultant. Montgomery County is one of the 29 districts under the supervision of the OCL (Office of Commonwealth of Libraries). T. Reed spoke about her role in assisting Montgomery County Library Boards with budgeting, policies and procedures, patrons, and grant writing. She presents workshops for Library Boards and is our resource to find answers to any questions concerning the PrPL. The District Consultant meets monthly with the Library Executive Directors and is available for any of our meetings. T. Reed answered several questions including questions about interlibrary loans and if there is a possibility of increased state funding. She said the state will probably issue waivers for any libraries needing to cut staff or hours due to the Covid pandemic. She also explained that, at the moment, public libraries do not fall under the new minimum wage increase approved by Governor Wolf.

**S. Holloway made a motion to approve the minutes for September 23, 2021. W. Yohn seconded the motion and it passed unanimously.**

### **Committee Reports**

**Finance (S. Dolan – chair)**

The Board should receive the following financial reports from H. Chang the **FRIDAY** before the BOD Thursday monthly meeting:

- **Balance Sheet with Previous Year Comparison**
- **Profit and Loss with Previous Year Comparison**
- **Profit and Loss Budget vs Actual Year to Date**

Our financial outlook is bleak with funding cuts from the municipalities and lower fund raising projects. T. Iezzi is working on the 2022 budget and will, hopefully, have it ready for the Board to vote on at the November BOD meeting. The library is short 9 staff members and finding it difficult to hire new people with our low starting salary.

P. Whittaker's generous \$10,000 matching donation fundraiser will kick off November 1, 2021. She asked that it be an easy process to donate to the fundraiser online. M. Lipsky said it is an easy process to donate through the PrPL website. She is working to see if it will be easy to donate through FaceBook without a fee to Facebook. Donations to the fundraiser may also be

made in person at the PrPL or mailed to the library with a note for the matching donation fundraiser.

M. Lipsky is pursuing and submitting eGrants to the PA State Department of Education.

**ACTION: S. Dolan made a motion authorizing H. Chang and F. Hylton to be our e-signature guarantors in the PA eGrant platform. S. Holloway seconded the motion. It passed unanimously.**

\*\*\*H. Chang will be emailing Board members a new requirement for BOD notification and approval. The requirement must be approved by November 16, 2021. The Board will be asked to vote by email to meet this deadline. **Please watch for the email from H. Chang.**

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

Brass plaques for the PrPL Honor wall are on sale. Information about the plaques is on the PrPL website, and will be posted on FaceBook and other social media. The Mail Chimp bi-weekly newsletter will have information about the plaques. It will also be posted on the Friends of the Library FaceBook page. Please help promote this great project!

Donor Perfect is an expensive program for how limited the PrPL uses it. Information can be imported to another company so that we save money and not lose the current information we have. Reference USA is a data base to find information for fundraising. Appeal letters may only be sent to the PrPL's service area.

Personal Appeal letters will be mailed on Saturday, October 30, 2021. H. Chang will give the BOD copies of the Corporation and Individual appeal letters.

The PrPL received a \$30,000 grant from Montco Strong.

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

S. Holloway introduced D. Arms as a potential new PrPL Board member and gave some information about his background. He lives in West Pottsgrove.

**ACTION: S. Holloway made a motion to accept D. Arms as a new member of PrPL BOD. W. Yohn seconded the motion and it passed unanimously.**

Update to the Strategic Plan:

Goal #1: Provide quality programming for children and adults.

M. Lipsky has put together a detailed list of services/programs provided by PrPL. For budget purposes, this information should be shared with the Pottstown Borough and the municipalities, along with patron numbers and circulation statistics for each area as soon as possible. H. Chang reported that post cards are being designed for patrons to send to township

commissioners or Borough council representatives to share personal messages about why the PrPL is important.

Goal #2: Digitize the historic local newspapers.

F. Hylton is in contact with the James V. Brown Library in Williamsport, PA. They have digitized their papers and can, hopefully, give us some guidance. F. Hylton is in the process of counting the pages of the bound newspapers, which are extremely fragile, and need to be counted prior to being digitized. Thank you, F. Hylton for continuing to work on this project!

Goal #3: Improve the parking lot.

F. Hylton and W. Yohn met with Officer M. Long, D. Yerger and T. Jones of Public Works from the Borough, to discuss the closing of the Washington Street entrance/exit to the PrPL parking lot to stop traffic from using the parking lot as a drive thru. The library will post signs announcing the closing of the exit/entrance in 30 days. The Borough will supply and install official traffic signs to make the new modifications in the parking lot clear to all. Then the Borough will put concrete blocks at the Washington Street opening. The sidewalk and curb will eventually be extended along Washington Street.

#### **Property (B. Brogley – chair - absent)**

F. Hylton and W. Yohn also discussed the parking lot drainage issues with D. Yerger, Public Works, Pottstown Borough. D. Yerger will have the drain in the alley cleaned but he feels more drains are needed. The committee needs to continue investigating the drainage issues in the parking lot. We need more information. We have an architecture plan from P. Simone, Landscape Architect.

A question was asked if patrons may park on the street in front of the PrPL. If a patron should receive a ticket while parked in front of the library, they should notify a staff member.

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

**New Business Summary:** (Some of the information in H. Chang's Director report was shared during committee reports.)

- Passport table has been moved to make it easier to see the Brass Plaque Wall of Honor. Eventually, the passport area will be moved to its original area near the circulation desk.
- The application for the 2<sup>nd</sup> draw of the PPP loan was completed. We are waiting to see if the loan is forgiven. This loan was for \$90,000.
- The annual fire extinguisher inspection will be done in the beginning of November.

- T. McMaster was given another wonderful compliment, by a participant, on how he handles PrPL Book Club.
- We have a reliable community service worker helping with the outside and inside of the building. He will be raking leaves, picking up trash, sweeping, etc. He will be here short-term.
- Several violent crimes have taken place near the library and in the library parking lot. Staff have been cautioned about leaving the building at night by themselves. H. Chang submitted a grant to upgrade security measures but the grant was denied.
- The library needs to find someone to plow the parking lot and shovel sidewalks during the snow season.
- The library needs to order patron cards. There was a misspelling on the card that will be corrected. To save money, the QR scan code will be kept which redirects a patron to the new website. The cost will be approximately \$1,500.
- H. Chang is waiting to hear from W. Kocur of A-1 Traffic to know the Sunday his company can paint the lines in the parking lot. He is working with us so we don't have to close the lot on a day when we are open.

#### **Old Business**

- Just a reminder as you do your holiday shopping, the library receives 5% of all eligible purchases through Amazon if you sign on with Amazon Smile.

#### **Friends of the Library**

F. Hylton reported the Friends of the Library will be having an inside Used Book Sale on November 19 and 20, 2021.

#### **November 2021 meeting dates:**

**Wednesday, November 10, 2021: Development at 10 AM; Governance at 11 AM.**

**Monday, November 15, 2021: Finance at 3:30 PM; Property at 4:30 PM**

**Thursday, November 18, 2021: Board of Directors at 9:00 AM.**

#### **Adjournment:**

The meeting adjourned at 10:30 AM.

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