

## **PrPL Meeting of the Board of Directors for Thursday, November 18, 2021**

The in person meeting was called to order by President F. Hylton at 9:00 A.M.

**Present:** F. Hylton, S. Holloway, S. Dolan, S. Drauschak, B. Brogley, P. Whittaker, W. Yohn, D. Arms, H. Chang, M. Lipsky, T. Iezzi

**Absent:** None

**S. Dolan made a motion to approve the minutes for October 28, 2021. S. Holloway seconded the motion and it passed unanimously.**

### **Committee Reports**

**Finance (S. Dolan – chair)**

**ACTION: S. Dolan made a motion to ratify our email vote, as per our by-laws, to approve the use of state funds for payroll for 2021-2022 for the Pottstown Regional Public Library. W. Yohn seconded the motion and it passed unanimously.**

T. Reed, our district consultant, can offer a free workshop for new Board members. At least 6 Board members are interested in the workshop. F. Hylton will ask her for several possible dates.

#### **Budget:**

A tentative budget for 2022 was shared with the Board. PrPL has not heard from all four municipalities (Pottstown Borough, Lower Pottsgrove, Upper Pottsgrove, and West Pottsgrove) with their 2022 contributions as of November 18, 2021.

Questions were asked about many of the line items:

1401: H. Chang gave each Board member a copy of the individual Appeal letter that was sent at the end of October. The Board has been asking to see a copy of the individual Appeal letter plus a copy of the letter that was sent to corporations. The Board would also like a list of donors to see if we can add additional names to the list.

1403: TCN Amazing Raise. PrPL did not participate in this in 2021. A volunteer is needed to work on this for 2022 to, hopefully, bring in \$1000.

1406: Fall Fundraiser has not been held for several years. The category can't be dropped or changed because the information for previous years would be lost.

1407: The annual Corporate Match is different than the annual Appeal letter to Corporations.

1408: Appeal is both the individual and corporate donations added together.

1409: The staff will take over the Holiday book tree. Thank you!

1411: It was decided to not hold the Chair-ity auction in 2022. Chair-ity auctions were held in 2019 and 2021. It was suggested to try an online auction the next time the Chair-ity auction is held but we will need help with this idea.

1414: Staff fundraising – this is a new line item. Thank you, staff for working on fundraising projects.

1432: There was a lengthy discussion about Board donations (1432) and Board fundraising (1405). All Board members are expected to donate money to the library yearly, as stated in “The Board of Directors’ Responsibilities” policy. (This is not in the By-laws.) It was decided to eliminate: 1432 Board – Donations. T. Iezzi will generate a list of Board members with the various fundraisers they donate to plus donations from Board members for the individual Appeal letter. The list will NOT include amounts of money.

7102: M. Lipsky is working on writing a proposal for the use of the American Rescue Plan (ARP) funds which must be used for a specific project. The proposal is to bring in a cleaning service company 3 times a week to clean the Children’s department and the upstairs bathrooms. The ARP is only for 2022 with very specific rules and regulations for its use. M. Lipsky is also researching other backup ideas for proposals if the cleaning service proposal is rejected.

There was a lengthy discussion on the way the 2022 proposed budget was presented with the proposed budgets from 2019, 2020, and 2021. The Board felt that seeing the proposed budgets from years past was not helpful or useful information. The Board wants to see the actual budgets from 2019 and 2020. We would also like the actual budget from 2021 in January, 2022 when the figures are available. M. Lipsky will work with T. Iezzi on a new format to present actual budget information from previous years with the 2022 proposed budget. D. Arms will also work on presenting the actual budget information in a different format.

The Board will vote on the proposed 2022 budget at the December Board meeting on Thursday, December 16, 2021 at 9 AM.

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

H. Chang has discontinued the Donor Perfect program. Its price has just increased. M. Lipsky has found a cheaper program. Donor Perfect gives us 180 days to transfer our donor information to the new company.

P. Whittaker asked who receives the annual Appeal letter that was mailed at the end of October. She has talked to people who have not received the Appeal letter. D. Arms asked for a copy of the Appeal letter so he could write a note on it to give to people that are not on H. Chang’s list. The Board stressed that they would like to receive the Appeal letter. H. Chang did give Board members a copy of the letter before the meeting.

P. Whittaker asked if her Matching Donation flyer was mailed. It was not mailed. She asked if the information from the flyer could have been included in the annual Appeal letter.

P. Whittaker is thinking we will plan a Spring fundraising event celebrating the 100<sup>th</sup> Anniversary of the Library – possibly a wine and cheese event at night.

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

The 2022 monthly Board meeting and committee meeting schedules will be voted on at the December 16, 2021 Board meeting.

Officers serve for two-year terms. No elections are necessary this year.

The governance committee is working on H. Chang's end of year review. Annual goals were agreed upon at the February governance committee meeting. Progress reports toward those goals were scheduled to be reviewed quarterly, starting in March. H. Chang missed several governance committee meetings. A verbal update of goals was given in April and October. S. Holloway and H. Chang met October 11, 2021 to discuss the overall status of the library and the job expectations of the ED. At the October governance committee meeting, several of the actions where H. Chang felt she could improve performance were written into measurable, observable goals. These goals are to be met by December 31, 2021. A check in on the progress of these goals as well as annual goals is scheduled for Friday, November 19, 2021.

### **Property (B. Brogley – chair)**

Thank you to the Pottstown Garden Club for cutting back the gardens in front of the library.

D. Yerger is working on fixing the outside lights of the library – especially in the parking lot.

W. Yohn will call Bursich about having an engineer come look at our parking lot for ideas on flood control. F. Hylton will do the same with a Simone Collins engineer – not on the same day.

B. Brogley suggested making a list of priorities for property improvement from a list that was created by C. Elliott, former Board member.

### **Director's Report – from H. Chang**

- Parking lot lines, handicap spaces were painted and donated by B. Kocur of A-1 Traffic – a savings of \$675 – a thank you letter was sent
- Attended Community Leaders monthly breakfast at MCCC
- Took a QuickBooks webinar
- Attended and spoke at the Pottstown Borough Council Meeting on Monday, November 8.
- Worked on State Aid application and submitted on time
- Had monthly Staff Meeting with excellent attendance. Gave \$5 Wawa gift cards for staff appreciation
- Attended webinar on Monday, November 15 being held for Directors to give guidance on the ARP-IMLS funding from 2 – 3 pm

- Attended webinar on Tuesday, November 16 from 2 – 3 pm on Microsoft Office 365
- Mailchimp Newsletter was sent out with a shout out to B. Kocur for the parking lot lines and donation
- F. Hylton provided the announcement sign for the Washington Street parking entrance/exit indicating that this entrance/exit will be closed beginning December 1<sup>st</sup>. D. Yerger, Pottstown Public Works, is ready to put the concrete barricades and blinking sign in place on December 1<sup>st</sup>.
- Entering the parking lot has been an issue with all the construction going on High Street and neighboring streets. Patrons and staff have been having a difficult time getting to the library. For the most part, patrons understand that we have nothing to do with the parking and driving situation in town.
- The Friends of the Library will be having a book sale on Friday, November 19 and Saturday, November 20 inside the library building.
- The Staff will be doing the Holiday Book Tree this year as a fundraiser. We plan to put the Holiday Tree up on December 1<sup>st</sup>. We hope to make at least a \$1,000. The minimal contribution will be \$10.
- S. Sager will be handing in her resignation in December. S. Sager and her husband have purchased a home in Florida.
- The Library will be closed for the Thanksgiving holiday on Thursday, November 25<sup>th</sup> and Friday, November 26<sup>th</sup>. We will reopen on Saturday, November 27<sup>th</sup> from 9 – 4.
- Plumber, D. Hollenbach, will be removing the water fountains and capping the back toilet that has not been used for over a year. The fountains and the toilet can be replaced next year when finances are better with an efficient toilet and a different type of water fountain that could be hands free as a bottle or cup filler.
- The library is selling leaf bags for \$.50 each.
- J. Keller, Pottstown Borough Manager, reached out to me today after the Borough meeting on Monday and after I shared the information I shared with all the Pottsgrove Township Commissioners and said, “Thank you H. Chang. I think you are approaching this in the correct manner. We should set up a time to discuss next steps. I will ask G. to set up a call for us next week.”
- B. Brogley asked for a summary of the article published in the Mercury on Thursday, November 11, 2021. H. Chang spoke at the Pottstown Borough meeting on Monday, November 8, 2021. She thanked the Borough for their continuous support of the PrPL. She also pointed out that the Pottsgrove townships have cut funding to the library in the past several years, which has had a negative effect on the PrPL budget. She is hoping this will not lead to the eventual closing of the PrPL. H. Chang sent letters to each of the Pottsgroves explaining her comments at the Pottstown Borough meeting. The letters included the number of library patrons along with the percentage of the population from each township, and the budgeted amounts for the townships from the past several years. As noted before, the library has not heard from all four municipalities (Pottstown Borough, Lower Pottsgrove, Upper Pottsgrove, and West Pottsgrove) with their 2022 contributions as of November 18, 2021. It should also be noted that Lower Pottsgrove has not cut its funding for the last several years.

## **Friends of the Library**

F. Hylton reported that the Friends have voted to donate \$8000 this year to cover the cost of replacing lost and damaged books; and they voted to do the same next year increasing the amount to \$10,000.

The Friends' Book Sale will be Friday, November 19 and Saturday, November 20, 2021 on the main floor of the library.

## **December 2021 meeting dates:**

**Wednesday, December 8: Governance committee**

**Other committee meetings as needed.**

**Thursday, December 16: Board of Directors at 9:00 AM.**

## **Adjournment:**

The meeting adjourned at 10:35 AM.

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