

Pottstown Regional Public Library

Board Meeting Agenda

Regular Board Meeting Tuesday, January 24th at 5:00 PM - Library Mezzanine & Zoom

Join Zoom Meeting link: PRPL Board of Directors Monthly Meeting

Jan 24, 2023 05:00 PM Eastern Time (US and Canada)

Meeting ID 841 1289 2875

Invite Link: <https://us02web.zoom.us/j/84112892875>

Meeting Recording Started

Call to Order:

Welcome & Introductions:

Review & Approve Meeting Minutes

- Meeting Minutes for December 2022 board meeting minutes. We are adopting meeting minutes to submit for audit.

Motion to approve meeting minutes as submitted or with changes for audit:

2nd:

Discussion:

All in favor:

Any opposed:

Janitorial Contract Presentation – Spencer Moore – Transcend

- Development

Development Committee Report – D. Arms - **Elect a Co-Chairperson**

- Development Committee met on Wednesday, January 18th at 10:00AM in the Mezzanine of the library.

- Committee Chair Report

• _____

• _____

- Meeting minutes are available upon request from the committee chairperson

(if needed)

Motion to _____ by _____

2nd:

Discussion:

All in favor:

Any opposed:

- Next Development Committee Meeting will be held February 8th at 11 AM. Zoom will be an option

Finance Committee Report – **Elect a Chairperson**

- Determine Chairperson for 2023 – it does not have to be the treasurer but the treasurer should be on the committee.

- Committee Chair Report

• _____

• _____

- Meeting minutes are available upon request from the committee chairperson

- Next Finance committee meeting will be in February in the mezzanine. M Lipsky recommends quarterly meetings (every 13 weeks) as follows: (see next page)
 - Monday, February 6th 4:30 PM – prepare recommendation to approve 2022 finance reports to recommend for audit
 - Monday, May 8th 4:30 PM – prepare recommendation to approve January, February, March financial reports to recommend for audit
 - Monday August 7th at 4:30 PM – prepare recommendation to approve April, May, June Financial reports to recommend for Audit, budget review and start 2024 budget
 - Monday, November 6th at 4:30 PM – prepare recommendation to approve July, August, September reports to recommend for audit. 2024 Budget presentation by M Lipsky – prepare recommendation for approval at board meeting.

(if needed)

Motion to _____ by _____

2nd:

Discussion:

All in favor: _____ Any opposed: _____

- Next Finance Committee Meeting will be held _____

Governance Committee Report – S. Drauschak Committee Chair for 2023

- Governance committee met on Thursday, January 19th at 11:00 AM.
- Committee Chair Report
- _____
- _____
- Meeting minutes are available upon request from the committee chairperson

(if needed)

Motion to _____ by _____

2nd:

Discussion:

All in favor: _____ Any opposed: _____

- Next Governance committee meeting will be held via Zoom February 9th at 11 AM.

Property Committee Report – Elect a Chairperson

- Determine Chairperson for 2023
- Property committee did not meet in November or December.
- Committee Chair Report
- _____
- _____
- Meeting minutes are available upon request from the committee chairperson

(if needed)

Motion to _____ by _____

2nd:

Discussion:

All in favor: _____ Any opposed: _____

- Next Property committee meeting will be held _____

Strategic Planning Committee Report – Elect a Chairperson

- We will be restarting the Strategic Planning process in February.
- We will set clear communication rules for transparency and efficiency
- Committee Chair Report
- _____
- _____
- Meeting minutes are available upon request from the committee chairperson
- Next Strategic Planning committee meeting will be held _____

Executive Director Report – M. Lipsky

- See January’s submitted report
- Meeting with a contractor and a rep from PECO to evaluate what kind of rebate we may be eligible for to replace lights in the balcony, front, and main floor with energy efficient fixture and replaceable blubs.
- _____
- _____
- Staff stories and good news to share

(if needed)

Motion to _____ by _____

2nd:

Discussion:

All in favor:

Any opposed:

Friends of the Library Report – _____

- The move is progressing. So far, the Friends have purchased 3 chairs and the shelving units. We will begin the moving process in the coming weeks.
- Friends will be moving the fire extinguisher to a new wall
- Friends have an offer from someone to purchase the armoire and possibly the display case.
- Friends are running their annual membership drive

Old Business:

- Local Government Outreach for 2023
 - M. Lipsky will continue to go to the Borough Meeting Monthly
 - M. Lipsky will send a shortened report each month to all Council Member & Commissioners in each municipality, including the township managers
 - Board will help with sending hand written notes to council members and commissioners to keep an active line of communication open with each municipality
 - M. Lipsky or Board members will attend Pottsgrove meetings quarterly.
- Committee Chairs for 2023
 - Development Committee: D Arms and _____
 - Finance Committee: _____
 - Governance Committee _____
 - Property Committee _____
 - Strategic Planning Committee _____
 - Do we need any other committees?
 - _____
- _____

