

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: December 15, 2022 6 PM

Zoom meeting

Board Members Present	Board Members Absent	Staff Present
President: F. Hylton Vice President: S. Holloway Treasurer: Secretary: S. Drauschak Board member: W. Yohn Board member: D. Arms Board member: Board member: C. Marchesani Board member: D. Spence	S. Dolan B. Brogley	Executive Director: M. Lipsky Staff member: Guest:

A quorum was met: Yes

Meeting recorded: Yes

Meeting called to order at: 6:02 PM

Introductions:

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from November 17, 2022 were reviewed.

- **Motion was made by S. Holloway to approve the minutes as presented to submit for audit. Seconded by D. Arms and unanimously passed.**

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

- Development Committee did not meet officially in December. All were invited to meet with M. Sossman on Wednesday, December 14, 2022 at 9 AM. S. Holloway attended.
- Next Development meeting is scheduled for Wednesday, January 18, 2023 at 10 AM in the Library Mezzanine.

Finance Committee Report – S. Dolan (Absent)

- Finance committee meeting was cancelled for December 12, 2022. The committee and all Board members were sent reports to review.
- Need to determine Chairperson for 2023 – it does not have to be the treasurer, however, the treasurer should be on the committee.
- The 2023 budget was approved at the last Board meeting.

- Next Finance committee meeting will be in February, 2023 in the Mezzanine. M. Lipsky recommended quarterly meetings (every 13 weeks) as follows:
 - Monday, February 6th 4:00 PM – approve 2022 finance reports to recommend for audit
 - Monday, May 8th 4:00 PM – approve January, February, March financial reports to recommend for audit
 - Monday August 7th at 4 PM – approve April, May, June financial reports to recommend for audit, budget review and start 2024 budget
 - Monday, November 6th at 4:00 PM – Approve July, August, September reports to recommend for audit. 2024 Budget presentation by M. Lipsky – recommend for approval at board meeting.

Governance Committee Report – S. Holloway, Chairperson

- Governance committee met on Friday, December 9, 2022. Meeting minutes will be posted and are available upon request.
- M. Lipsky shared her self-evaluation for the year.
- Governance committee wrote thank you cards to the library staff for their dedication, hard work, and positive attitude. \$10 Wawa gift cards were included in the cards and put in staff mailboxes.
- F. Hylton met with M. Lipsky to go over the ED evaluation. Both F. Hylton and M. Lipsky signed the evaluation. The 2022 ED evaluation report was sent to all Board members.
- **Motion by S. Holloway to accept the 2022 Executive Director evaluation as presented by the Governance committee. Seconded by D. Arms and unanimously passed.**
- 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 TBD in the Library Mezzanine.

Property Committee Report – B. Brogley (Absent)

- Property committee did not meet in November or December, 2022.
- Need to determine chairperson.
- Next Property committee meeting TBD.

Strategic Planning Committee Report – D. Arms

- We are still waiting for T. Reed, District consultant, to schedule a meeting. M. Lipsky will be presenting a project done as part of the MLIS program for the committee to consider as a starting point. M. Lipsky explained the role of the District Coordinator for new Board members. M. Lipsky will talk to T. Reed at a district meeting on December 16, 2022.

Executive Director Report – M. Lipsky, Executive Director

- See attached December, 2022 Executive Director Report.
- Friday, December 16, 2022 is National Ugly Sweater Day. The library staff is excited to participate in the day!
- MCLINC offered a one-day workshop - MAC 101 training at Upper Dublin Library on December 13th, 2022. M. Byrne, N. Forst, and M. Lipsky all attended. M. Lipsky feels the PrPL is in a good place with technology and our technology coordinator.
- M. Lipsky will be meeting again with a representative from PECO (met in May and December 12) on December 22 to evaluate what kind of rebate we would qualify for to replace the balcony lighting with LED, replace the fixtures that are out on the main floor, replace the outdoor fixtures, and update exit signs and emergency lighting with energy efficient replacements. M. Lipsky will share the information with the Property committee.

Friends of the Library Report – F. Hylton

- The Friends are working with Demco Library Company to purchase 10 movable shelves and 3 chairs for the Book Nook. The Friends have a budget of \$15,000 for the furniture. M. Lipsky will work with the Friends and Demco to receive the best price for the items. Thank you to the Friends!

Old Business

- Brass Band Cookie Walk – December 1, 2022
The Brass Band and Cookie Walk was successful and is in the planning stages for next year! The event will probably take place a week later next year.
- Fright Night in October was also successful! M. Lipsky would like to coordinate it with another October Pottstown event next year. Fright Night had a Podcast with a link to the PrPL's donation page and we have received several donations from across the country!
- M. Lipsky shared the newly designed Class report from Quickbooks for the Cookie Walk and Fright Night events. The Class report is much easier to read and understand. The Board appreciates M. Lipsky's and the bookkeepers' work on the library's Quickbooks program and various reports.
- Local Government Outreach for 2023
M. Lipsky would like to continue to improve communication with our local governments and school districts. She is going to continue sending brief reports to council members and township commissioners. She will be sending thank you letters to the townships that gave money to the library. (Lower Pottsgrove and West Pottsgrove). M. Lipsky would like to create a schedule for herself and Board members to attend government meetings for 2023.
- There was a discussion of Board meeting days and times for 2023. It was decided to meet the 4th Tuesday of every month at 5 PM.

- **Motion was made by D. Arms for the PrPL BOD to meet the 4th Tuesday of the month at 5 PM in the Library Mezzanine during 2023. Seconded by C. Marchesani and unanimously approved.**
- M. Lipsky will advertise the 2023 meeting dates in the newspaper.
- Committee Chairs for 2023 – to be determined.
- S. Drauschak asked if there was any more information about a former PrPL staff member applying for unemployment. M. Lipsky has not heard anything else since completing the form sent by Unemployment.
- D. Arms asked about the HVAC system that needed to be repaired. The urgent part has been replaced and the filters have been cleaned by Kowalski HVAC.

New Business:

- PrPL Development Plan for 2023
 M. Lipsky shared the PrPL Development Plan and Calendar for 2023 that was emailed to Board members. The plan was created by M. Lipsky, M. Sossman, staff, and several Board members. It is a more structured, monthly plan for the year with activities that include past ideas that worked, annual appeals, major gifts, and planned giving components. Activities from 2022 that worked and will be planned again are: candy bar sales; sales of PrPL Logo items through Bonfire, which only makes items that have been ordered; Gachapon for Kids, and restaurant nights. Fright Night and the Cookie Walk were also successful events and are being planned for 2023.
 The theme for the year is “Reimagine Us 2023.” Board members could be asked to be an ambassador for the PrPL; attend Board training on the Development Plan process with M. Sossman; attend events or sponsor and donate to the events; make phone calls or send postcards for “Thank-A- Thon” and possibly meet with M. Lipsky, M. Sossman, and a donor – whatever Board members feel comfortable doing.
- D. Arms asked if a staff member does not want to participate in fundraising activities – is that ok? M. Lipsky said that it is ok for staff members to not participate in fundraising activities. She said that many of the library staff members are excited about the future fundraising activities!
- Feasibility Study of the PrPL
 F. Hylton shared that the Pottstown School District will be doing a feasibility study of all school district buildings. F. Hylton and her husband (a Pottstown School Board member) suggested that the company, EI Associates of Harrisburg also do a feasibility study of the library while they are in the area. F. Hylton and her husband will fund the feasibility study of the Pottstown Regional Public Library. Thank you, T. and F. Hylton!

Comments, Announcements, Other Business

S. Holloway recognized and thanked F. Hylton for serving a term of 6 years on the PrPL Board of Directors. During her term on the Board, F. Hylton served as Development committee chairperson, Governance committee chairperson, and Friends of the Library liaison. She also served as secretary and president of the Board. The book: [Love Immortal: Antique Photographs of Dogs and Their People](#) by Anthony Cavo will be added to the library collection in honor of F. Hylton. Thank you, F. Hylton for your dedication to the PrPL!

Public Comments:

There were no public comments.

Meeting adjourned at: 7:12 PM

Future meetings:

Strategic Planning Committee: TBD

Development Committee: Wednesday, January 18, 2023 at 10:00 AM in the Library Mezzanine.

Governance Committee: TBD in the Library Mezzanine.

Finance Committee: Monday, February 6, 2023 at 4 PM in the Library Mezzanine

Property Committee: Monday, February 6, 2023 5 PM in the Library Mezzanine

Board of Directors Meeting: Tuesday, January 24, 2023 at 5 PM in the Library Mezzanine.

**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 2022- M. Lipsky, Executive Director

Director's Report December 15, 2022 – M. Lipsky, Executive Director

Operations Update: **NO CHANGES since last meeting**

Trustee Notes: **NO CHANGES since last meeting**

Technology Update:

- **MCLINC** offered a one-day workshop - MAC 101 training at Upper Dublin Library on December 13th, 2022. M. Byrne, N. Forst, and M. Lipsky all attended.

Staff & Volunteers

- **Staff Changes:** M. Bealer was welcomed to the team on November 28th as our new Adult Program Coordinator. C. Dolan will be joining us as a Seasonal Page beginning 12-19-2022.
- **Job Openings:**
 - Children's Programs Coordinator & Outreach – Part time – Level 3
 - Youth Library Assistant– Part time – Level 1
 - Passport Agent only– Part time – Level 1
 - Custodian– Part time

- **Passport Training:** All Staff will be recertifying their Passport agent training now through January 31st.
- **Department Changes:** No Updates
- **Staff Status:** We are currently at a staff of 15 regular staff. This does not include me or the 3 seasonal employees. If we hire the above listed openings we will be at 19 regular staff, plus me and 3 seasonal = 23.
- **Volunteers:** No Changes since last meeting

Continuing Education & Meetings

- **Meetings & Webinars:** I attended the Friends of the Library meeting on Monday November 21st, November 30th I met with a rep from Bloomerang to ensure we are on the most cost-effective plan for us. December 2nd met with M. Sossman and hosted a staff in-service day. The December 7th District meeting was cancelled. I sent a report to the council, manager and secretary for the Borough of Pottstown Committee of the Whole on December 7th. I attended the Chamber Lunch on December 8th. I will met with a rep for PECO for the rebate program on Dec 12th. Met with M. Sossman December 14th,
- **MCLINC Directors & District Meetings:** District meeting was cancelled on Dec. 7th, MCLINC director's meeting is scheduled for Dec 16th in Norristown followed by a holiday lunch.
- **Staff Meetings Scheduled:** Holiday Party will be held at JJ Rattigan's Saturday Dec. 17th at 5 PM.
- **MLIS progress** – I have finished 27 credits of 36 with a cumulative GPA of 3.9. I just began the winter session on December 12th – Public Libraries and their communities. I am enrolled to take the final 2 classes in the spring sessions and will be 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 November 2022 attached in the reports email.
- **Book purchasing:** We are on track to exceed our 12% goal in spending on circulation materials.

Property

- **Checklist:** The checklist will be the number one project of 2023.
- **PECO Rebate program** – I will be speaking with a representative on Dec 22nd again to get an idea of how much we would qualify for to replace the balcony lighting with LED, replace the fixtures on the main floor that are out, replace the outdoor fixtures, and update exit signs and emergency lighting with energy efficient replacements.

Finance

- **Reports:** Please see provided reports.
- **Committee cancelled the Monday December 12th meeting**– Committee members were given October reports, Unofficial November reports, a year-to-date Profit & loss Previous year comparison, and an example of a class report.
- **Budget 2023:** Thank you for approving the budget at the last meeting.

Development

- M Sossman, staff, and board members developed a final 2023 development calendar which will be presented tonight.

Staff Fundraising: (These numbers are estimates until they are on official financial reports)

- Brass Band Cookie Walk – Was a success. Unofficial number raised was over \$800!
- Holiday origami tree: We have sold 20 ornaments so far!

Grants:

- **NEW Grant:** M. Sossman has recommended we apply for the Impact 100 grant for the amount of \$100,000 for general operations. J. Carraghan, N. Forst, M. Lipsky, and M. Sossman worked together and submitted the grant application by the December 15th deadline.

Friends of the Library:

- Meeting in December will be held Monday, December 19th.

Programming & Outreach

Please subscribe to our newsletter and ask the staff to tell you about their favorite programs. We are offering a wide variety of programs and offerings!

Outreach:

- We will have an ad in the Pottstown Parks and Rec newsletter

Submitted by M. Lipsky, Executive Director