

# Pottstown Regional Public Library

## Board Meeting

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### Regular Board Meeting: November 17, 2022 6 PM

**Library Mezzanine** (In person and Zoom)

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: Board member: C. Marchesani (Zoom)	B. Brogley D. Spence	Executive Director: M. Lipsky Staff member: M. Velez Guest:

### Executive Session:

- An Executive session was held in the Library's Makerspace from 6:03 PM to 6:25 PM to discuss personnel matters.

### Regular Board Meeting:

**A quorum was met: Yes**

**Meeting called to order at: 6:29 PM**

**Meeting recorded: Yes**

### Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from October 27, 2022 were reviewed.

- **Motion was made by S. Dolan to approve the minutes as presented to submit for audit. Seconded by W. Yohn and unanimously passed.**

### Development Committee Report – **Need a New Chairperson**

- Chairperson: D. Arms has volunteered to be a Co-Chairperson. We need another Co-Chairperson.
- Development committee did not meet in November and will not meet in December.
- Next Development meeting will be scheduled for Wednesday, January 18, 2023 In the Library Mezzanine with the time TBD.

## Finance Committee Report – S. Dolan

- Finance committee met on Monday, November 14 at 4:00 PM.
- The 2023 proposed budget was emailed to all Board members before the Board meeting.
- During the October and November Finance meetings, the Finance committee and M. Lipsky went over the proposed 2023 budget – line by line. Items were included in the proposed 2023 budget that had been missing in the 2022 budget. The Finance committee recommended the proposed budget for 2023 with a deficit.
- **Motion was made by S. Holloway to approve the 2023 budget with a deficit as presented by the Finance committee. Seconded by W. Yohn and unanimously passed.**
- **Motion was made by D. Arms to approve staff raises as presented in the 2023 budget. Seconded by S. Dolan and unanimously passed.**
- October and November financial reports were not submitted for audit because of the earlier monthly Board meeting due to the holiday. They will be submitted in December.
- Next Finance committee meeting will be Monday, December 14<sup>th</sup> at 4:00 PM in the Library Mezzanine.

## Governance Committee Report – S. Holloway, Chairperson

- Governance committee met Thursday, November 10, 2022 at 1:30 PM. Meeting minutes are available upon request.
- The committee met with various library staff members on Thursday, November 10 for their evaluation and input for the Executive Director’s annual evaluation. Staff members not interviewed were given the opportunity to complete a questionnaire in writing. Board members were asked for any input for the Executive Director’s annual evaluation. The Governance committee will meet with M. Lipsky in December for her annual evaluation. She will share her end of year goals’ report at that time.
- M. Lipsky shared the changes to the Employee Handbook (page 28) regarding comp time and updated personal and emergency days. Board members were emailed the Employee Handbook before the Board meeting.
- **Motion by S. Dolan to approve the updated Employee Handbook regarding comp time, and personal and vacation days. Seconded by D. Arms and unanimously passed.**
- The Governance committee recommended giving the library staff a holiday card and a gift card to Wawa at the staff Holiday party in December to show our appreciation of their hard work and dedication. M. Lipsky will also be recognizing years of service for library staff.
- **Motion by S. Holloway for all Board members to donate \$20.00 for Wawa gift cards for staff. Seconded by D. Arms and unanimously passed.**
- Board members should give or send \$20.00 to F. Hylton as soon as possible.

- S. Holloway presented a slate of officers for the 2023 PrPL Board of Directors.

President: S. Holloway  
Vice President: D. Arms  
Treasurer: S. Dolan  
Secretary: S. Drauschak

- **Motion by W. Yohn to accept the slate of officers for 2023. Seconded by S. Dolan 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 is scheduled for a date TBD in December in the Library Mezzanine.

### **Property Committee Report – B. Brogley (absent)**

- Property committee did not meet in November.
- An inventory tour for Board members was offered on Friday, November 11; Monday, November 14, and Wednesday, November 16. If any Board member would like a tour, please contact M. Lipsky.
- Next Property committee meeting: Monday, December 12, 2022 at 5 PM in the Library Mezzanine

### **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 November 2022 Executive Director Report.
- M. Lipsky shared some highlights from C. Johnson, Children's/Teen Librarian: parents, children, and teens are enjoying playing Switch and board games in the Children's/Youth Department. 20 families enjoyed Music with Mr. Mike!
- S. Holloway gave a shout-out to M. Velez for all her help with Mother Goose story time. Mother Goose story time has outgrown Nana's corner!
- M. Lipsky recommended a \$50.00 bonus for all library staff.
- **Motion by W. Yohn to approve a bonus in the amount of \$100.00 for library staff. Seconded by D. Arms and unanimously passed.**

- There was a discussion about staff having unused vacation days and carrying them over to 2023.
- **Motion by D. Arms to allow staff that has 3 or more days of vacation left from 2022 to carry over up to 3 vacation days to 2023. Seconded by S. Dolan and unanimously passed.**

## Friends of the Library Report – F. Hylton

- F. Hylton did not have anything new to report. The next meeting of the Friends' is Monday, November 21, 2022.

## Old Business

- Amazing Raise – Check was just received. The financial report is not finalized.
- Paranormal Investigation, October 28 – The Podcast of the tour was just completed and will be posted on the library's FaceBook page and/or website. The financial report is not complete.
- Brass Band Cookie Walk
  - December 1, 2022 – 7 PM.
  - Community event and Fundraiser - \$25 per ticket. Available to purchase ahead of time and at the door.
  - Several sponsorships have been received. Thank you to D. Arms and his company, F. Hylton, and S. Drauschak.
  - Brass Band will play while people fill tins with cookies.
  - Cookies are being donated by patrons, businesses, and staff.
  - There will be a 50/50 raffle.
  - M. Lipsky has 20 yard signs promoting the Cookie Walk, designed by Complete Graphics, to post in the Borough, Lower Pottsgrove, Upper Pottsgrove, and West Pottsgrove. Please help promote the event.
- QuickBooks program – M. Lipsky has been working with the bookkeepers to change and cleanup the categories and classes in the QuickBooks program to have a better picture of the library's finances and data for 2023.
- Board Donations for 2022 – A new report will be available for each Board member - showing the Board member's donations for 2022.
- The library staff will be meeting with M. Sossmann and M. Lipsky to create a Development calendar showing programs and fundraisers for 2023.

## New Business:

- Local Government Outreach
  - M. Lipsky would like to have a plan for 2023 for who and how often she and/or Board members should visit Borough meetings and township meetings (Lower, Upper, and West Pottsgrove). Board members are asked to think about this for a discussion at next month's Board meeting. A suggestion is to share statistics and library information with the Borough and the townships. Also, there could be postcards and sample letters available at the circulation desk for patrons to complete and send to the Borough or township where they reside.

- Discussion of Meeting days and times for 2023.

The discussion included changing the monthly Board meeting to the 4<sup>th</sup> Tuesday of the month at 5:30 PM. A decision will be made at the December Board meeting. M. Lipsky will advertise the dates for 2023 in the newspaper for the Sunshine Act once the dates and times are confirmed.

## Comments, Announcements, Other Business

- D. Arms suggested making phone calls to people after an event to thank them for their donation and/or sponsorship.

## Public Comments:

There were no public comments.

**Meeting adjourned at: 7:47 PM**

## Future meetings:

**Strategic Planning Committee: TBD**

**Development Committee:** Wednesday, January 18, 2023 at a time TBD in the Library Mezzanine.

**Governance Committee:** Date and time in December TBD in the Library Mezzanine.

**Finance Committee:** Monday, December 12, 2022 at 4 PM in the Library Mezzanine

**Property Committee:** Monday, December 12, 2022 5 PM in the Library Mezzanine

**Board of Directors Meeting:** Thursday, December 15, 2022 at 6 PM in the Library Mezzanine  
(1 week early due to Christmas)

**Appointments with Executive Director as needed: to schedule, email: [mlipsky@mclinc.org](mailto:mlipsky@mclinc.org)  
Or text: 610-334-2409**

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

## Director's Report November 2022– M. Lipsky, Executive Director

**Director's Report November 17<sup>th</sup>, 2022 – M. Lipsky, Executive Director**

Operations Update: NO CHANGES

- **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:** No Changes in October
- **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 24<sup>th</sup>. 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:** No official staff changes since last meeting. We have offered the Adult Program Coordinator Position to M. Bealer. We are waiting on a response.
- **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
- **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.
- **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 November 9<sup>th</sup> in person. I began a 3-week Project Management course paid for by the District on November 2<sup>nd</sup>. I attended the 2<sup>nd</sup> annual REACH business conference through the Chamber on Thursday November 3<sup>rd</sup>. I also attended the Donor Database Training 3 with TCN on November 9<sup>th</sup>. I attended TCACC Eats and Greets intimate networking event on Nov 17<sup>th</sup>.
- **MCLINC Directors & District Meetings:** As of this meeting there have been no MCLINC or District meetings to attend. I will be attending any that are scheduled.
- **PALA Director's Institute:** Completed
- **PA OCL Director Training:** Completed
- **ALA Annual Conference in June:** Completed
- **Staff Meetings Scheduled:** In-Service Day on Friday December 2<sup>nd</sup>. Holiday Party in December TBD.
- **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 2<sup>nd</sup> 7 week fall session. I am enrolled to

take 1 winter and 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 October 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 updated in December and presented to the Property committee.
- **Tours:** I offered 3 tour dates to Board members prior to this meeting. If you would like a tour, please reach out to me to schedule.
- **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.
- **Budget 2023:** I worked diligently with the bookkeeper and my mentors to revise the budget for 2023. The Finance committee will be presenting the budget for approval at the November meeting.

#### Development

- I am working with M Sossman on a Development calendar for 2023 which will be presented to the board in December or January.

#### Staff Fundraising:

- Brass Band Cookie Walk – (Community event & Fundraiser) December 1<sup>st</sup> \$25 per ticket plus sponsorships
- Holiday origami tree: The book tree will be displayed; however, we are going to try a new fundraiser. We have received a number of gorgeous origami ornaments as a donation. They will be sold and hung on a tree. More details will be shared December 1<sup>st</sup>.

#### Grants:

No New Update

- **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 November will be held on Monday, November 21, 2022.

#### 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.
- Look around all 4 municipalities for Yard signs about the Brass Band and Cookie Walk!

Submitted by M Lipsky, Executive Director