

## **PrPL Meeting of the Board of Directors for May 27, 2021**

The Zoom meeting was called to order by President F. Hylton at 9:07 A.M.

**Present:** F. Hylton, S. Holloway, S. Drauschak, P. Whittaker, H. Chang

**Absent:** S. Dolan (had problems logging on with new computer) O. Boyer (vacation), W. Brogley, J. Daniels, J. Antonio, T. Iezzi

**There were not enough members for a quorum so no actions were voted on by the Board.**

The Board heard a presentation from Holly Parker, the Executive Director of TCN (Tri County Network) which is a non-profit organization that helps support other non-profit organizations in the Pottstown area. H. Parker's information addressed several goals of the Governance committee.

H. Parker introduced us to a new way of strategic planning with the "Framework for Boardsource's Strategy". The framework includes the topics: vision, mission, our goals, strategic imperatives, and putting it all together. The information would be put together in an easy, friendly, graphic report to go from a strategic plan to an action plan that can be referred to monthly. H. Parker will be sending us the information and can offer any help we need. She noted that grant money is available for planning.

H. Parker also spoke about Board development. She will be sending us assessment tools to look at our Board and needs, plus an assessment tool for potential new Board members. She can also help recruit Board members for us.

### **Committee Reports**

#### **Finance/Development**

F.Hylton has several questions about the Profit and Loss Budget which she will ask at the next Board meeting.

The CHAIR-ity event was held on Saturday, May 22, 2021 at the Carousel in Pottstown from 12 – 3 PM. The event raised approximately \$7000.00. The auction of the 20 chairs netted \$4015.00; chair sponsors - \$2000; raffle tickets - \$540.00; and ticket sales - \$550. (Please note the totals are estimates. Final totals will be available at the next Board meeting.) Sponsors of the event were Fox Rothschild LLC - \$750 and Mr. Charlie Dickinson of CMD Bus Company - \$250. Board members felt the event was fun and successful!

Several members spoke at community meetings in the last few weeks: F. Hylton at a Pottstown Borough meeting; S. Drauschak and M. Lipsky, Children and Youth Services Director, at the Lower Pottsgrove Township meeting on May 20, 2021; and M. Lipsky at the Upper Pottsgrove Township meeting on May 24, 2021.

Brass Plaque update: C. Elliott (former Library Board member) of Whitegate Contracting has designed a wood cabinet to look like book shelves to display the brass plaques. F. Hylton will deliver a check for \$875.00 (1/2 of the cost of the cabinet) to C. Elliott for the cabinet to be started. The cabinet will be finished by the middle of August. Thank you to Board members who have contributed to this

project. Checks for the brass plaque project should be sent to: Pottstown Regional Public Library with brass plaques in the memo line of the check.

Packs of 10 tickets to the annual Rotary Club Duck Race have been dropped off at the library by B. Brogley. He has asked that everyone sell at least 10 tickets. The tickets are \$5.00 a piece. Cash or checks written to Pottstown Regional Public Library may be dropped off at the library when picking up tickets. This is a fund raiser that will benefit the library. The more tickets sold the more money raised for the library!

## **Director's Report**

**Holly L. Chang, M.S.L.S., Executive Director, Pottstown Regional Public Library**

Achievements for month of May, 2021:

Graduated Magna Cum Laude from Clarion University of Pennsylvania with a Master's of Science Degree in Information and Library Science. This degree will complete the requirement for the state as a Professional Librarian.

Completed a webinar with Clarion University of Pennsylvania in Diversity, Equity, and Inclusion as part of continuing education as a library profession.

Attended the monthly meeting of the PrPL Board of Directors and the Development Committee meeting regarding the Carousel event.

Attended two District meetings – one regular monthly meeting and one additional meeting to discuss re-opening of libraries in our consortium.

Contacted Joe Zlomek, Sanatoga Post, and Evan Brandt, The Mercury, regarding events happening with the library. M. Lipsky and H. Chang will be posting weekly, if not more often, events regarding the library to include in the Sanatoga Post. Joe is a former Board member and said he is very willing to help the library with publicity.

H. Chang patronized local eatery businesses in the downtown – purchasing lunch, introducing herself, leaving behind a folder of information regarding the library, letting them know about library programs and what the library can offer, and her business card.

Interviewed six potential employees for positions at the library. We hired four of the six.

Continued to change and update information for the upcoming reprofiling project requested by Michelle Kehoe, Director of MCLINC.

Invited guests to the Carousel to support the event.

Planted some Begonias on the library campus to beautify it.

Contacted the Department of Public Works at the Borough regarding the issue of barricading the Washington Street entrance/exit. A young bicyclist was injured a couple of weeks ago after flying through our parking lot and riding straight across Washington St. without looking for traffic. The child was hit by a car and injured. We have the right to close off this entrance/exit and use only one entrance/exit for the parking lot. H. Chang is looking into solutions.

\*\*\*F. Hylton noted that we need to consider the storm water management plan prepared by Simone Collins Landscape Architecture firm when considering changing the entrances and exits from the library parking lot.

The Shannon Smith Company was contacted to come out and measure the lights that need to be fixed inside and outside of the building. The light replacements are under warrant but the service call is not.

Contacted the Department of Public Works in the Borough to have the electrician come out and check an outlet that is no longer working on the outside of the building. It is needed for this summer when we do an outdoor program. CJ has been coming here for 20 plus years to do electrical work here. Update: CJ came out and will be making the final repair today, May 27<sup>th</sup>, so the outlet is usable. This is a win-win for us – the outlet will be fixed and we have been fortunate to not be billed from the borough for these repairs (so far).

Had our regular Staff Meeting with 80% attendance. Went over the information that staff will need to know for our “re-opening” on June 1<sup>st</sup>.

Revised brochures and pamphlets for the public for our re-opening on June 1<sup>st</sup>. Updated announcements for our social media regarding this event as well.

Worked with M. Lipsky on applying for a grant from Porter-Brower for Playaways for adults and children and for outside seating for use for patrons.

Did not get the FEMA grant for security enhancement, but now that we have applied in the past, it is easier to apply for it the next time. By applying and not getting the grant, we will be on the list to be notified when the next round of grants become available. Try and always find a positive side! 😊

Staff have been sent a training webinar on how to talk with patrons who refuse to wear masks.

Prepared information needed for the Audit for Barbara Akins which was picked up on May 25<sup>th</sup>.

In the L. Kraljevich case, she asked the library for a \$50,000 settlement that was denied by the library’s lawyer.

## New Business:

Discussion of new hours for library re-opening.

Several Board members questioned closing the library in the middle of the day for an hour. It was thought that would confuse patrons since it was not a consistent time each day. We want to be a welcoming, friendly place and encourage patrons to come back in person to the library. H. Chang decided to eliminate the hour closure. She will also monitor the curbside hours to see if curbside needs to be added to Saturday hours.

Wages for Mindy Lipsky and Holly Chang

S. Holloway asked H. Chang to provide the following information before the salaries can be determined for H. Chang and M. Lipsky:

- the library salaries from Montgomery County
- H. Chang's salary from her start
- the amount the Board contributed to reimbursement for college courses

## Friends of the Library

The Friends of the Library will be holding an outside book sale on Saturday, June 12 from 10 AM – 2 PM.

**Next meeting:** Thursday, June 24 at 9 AM at the Pottstown Regional Public Library with a Zoom link for anyone that can't/or doesn't want to attend in person.

## Adjournment:

Minutes submitted by Susan Drauschak, Secretary of the PrPL BOD