

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: January 24, 2023 5 PM

In Person and Zoom

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

A quorum was met: Yes

Meeting recorded: Yes

Meeting called to order at: 5:02 PM

Introductions: M. Hedgepeth, a potential new Board member from Lower Pottsgrove.

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from December 15, 2022 were reviewed.

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

Janitorial Contract Presentation

- S. Moore, from Transcend Facility Management Company, LLC. gave an overview of his company, the services they will provide, services that are extra, and cleaning supplies used by the company. S. Moore's offer is \$2500 per month plus \$100 for all cleaning supplies for a total of \$2600 per month or \$31,200 annually. There will be a dedicated cleaning person, who will work 4 hours a day, 6 days a week; plus 2 floaters who will come in the morning to clean up outside, clean the bathrooms, and anything else needed before the library opens – total of 30 hours of cleaning per week. All cleaners have clearances (Child Abuse and FBI). Currently the library pays for 4.5 hours of cleaning per week for a total of \$36,000+ (the + is an extra charge when removing salt from floors) plus library staff currently complete many cleaning tasks. Board members asked questions and were given answers to their questions.

Development Committee Report – D. Arms, Chairperson

- Development Committee (A. Jacobs Greenly, C. Marchesani, D. Spence, D. Arms, S. Drauschak, S. Holloway) met on January 18, 2023 by Zoom. Meeting minutes are available upon request.
- Lots of Board fundraising ideas were discussed!
- It was decided that Board members will write thank you notes to past and present library donors at every

meeting. M. Velez can print many different types of lists from Bloomerang, the library's database.

- The committee will also be thanking the governing bodies that support the library financially – Borough of Pottstown, Lower Pottsgrove, and West Pottsgrove. S. Holloway and S. Drauschak wrote a thank you card to Lower Pottsgrove commissioners and township manager, thanking them for their continued financial support of the library.
- D. Spence asked if there is a fundraising goal for the year. M. Lipsky will provide that information. *** (Email from M. Lipsky on 1/25/2023: Fundraising goal: Board fundraising goal 2023 = \$10,750. Library fundraising goal for 2023: \$100,000. Total: \$110,750.
- The committee would like to recognize W. Yohn's long service as a PrPL Board member, possibly during National Library Week, April 23 – 29, 2023.
- Next Development meeting is scheduled for Wednesday, February 8, 2023 at 11 AM in the Library Mezzanine. Zoom will be an option.

Finance Committee Report – S. Dolan, Chairperson

- Finance committee did not meet in January, 2023.
- Next Finance committee meeting will be February 7, 2023 at 4:30 PM in the Mezzanine. M. Lipsky recommended quarterly meetings (every 13 weeks) as follows:
 - Tuesday, February 7, 2023 at 4:30 PM – approve all 2022 financial reports to recommend for audit.
 - Tuesday, May 9, 2023 at 4:30 PM – approve January, February, March financial reports from 2023 to recommend for audit.
 - Tuesday, August 8, 2023 at 4:30 PM – approve April, May, June 2023 financial reports to recommend for audit, budget review and start 2024 budget.
 - Tuesday, November 7, 2023 at 4:30 PM – Approve July, August, September 2023 financial reports to recommend for audit. 2024 Budget presentation by M. Lipsky – recommend for approval at Board meeting.

Governance Committee Report – S. Drauschak, Chairperson

- Governance committee met on Thursday, January 19, 2023 by Zoom. Meeting minutes are available upon request. (S. Holloway, D. Arms, C. Marchesani, S. Drauschak)
- S. Holloway will be meeting with M. Lipsky to discuss her Executive Director 2023 goals. Suggested goal areas are: Library services; Community Relations; Administration/Human Resources/Property; Financial Management; and Development.
- Besides M. Lipsky's yearly goals and evaluation, other Governance yearly tasks include planning a staff appreciation for library staff in April during National Library week (April 23 – 29, 2023), a thank you for the Friends of the Library in October, and review and revise various library policies determined by M. Lipsky.
- S. Holloway read a letter from W. Yohn, with his resignation from the PrPL BOD. He served as president of BOD and served on various committees for many years. S. Holloway will send him a thank you for his service on the Board.
- **D. Arms made a motion to accept, sadly with regret, the resignation of W. Yohn from the PrPL BOD. Seconded by S. Drauschak and unanimously passed.**
- The Governance committee continues to look for Board members with skills in the following areas: IT, HR, Accounting, and Fundraising/Development. M. Hedgepeth is considering becoming a member of the

Board. She was given the Board of Directors Job Description and the Board Questionnaire. J. Jump is also considering becoming a Board member.

- Next Governance committee meeting will be Thursday, February 9, 2023 via Zoom.

Property Committee Report – B. Brogley, Chairperson

- Property committee did not meet in November or December, 2022.
- D. Spence and S. Holloway will be joining the Property committee.
- M. Lipsky will be meeting with the company that is completing a feasibility study of the library building and property on Tuesday, February 7, 2023.
- M. Lipsky would like to make a list of immediate needs and long term needs for the library that can be addressed in a future “Capital Campaign Fundraiser.”
- M. Lipsky will be 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 fixtures and replaceable blubs.
- A locksmith will be coming to the library to address a bathroom lock/door issue.
- Next Property committee meeting will be Tuesday, February 7, 2023 at 5:30 in the Library Mezzanine.

Strategic Planning Committee Report

- We will be restarting the Strategic Planning process in February. M. Lipsky will be meeting with T. Reed (District Consultant) on Friday, January 27, 2023 and also M. Sossman (Development Consultant) about the strategic plan process.
- D. Spence, S. Dolan, D. Arms, C. Marchesani, S. Holloway, and J. Jump will be on the committee.
- We will set clear communication rules for transparency and efficiency.
- D. Spence asked if we may have a committee of the whole meet two times a year. M. Sossman can meet with us quarterly.

Executive Director Report – M. Lipsky, Executive Director

- See attached January, 2023 Executive Director Report.
- MCLINC will be doing an update with Polaris, the library program, on February 27, 28, and March 1, 2023. Materials may be checked out during the dates but not checked in. Materials will be collected to check in after the update.
- A Narcan training program for the public presented by C. Herman of the Montgomery County Recovery Community Center will be March 16, 2023 and April 6, 2023.
- The PrPL website has been updated with the 2023 BOD meeting dates.
- Complete Graphics is making PrPL stickers with the website address to be used on various materials.
- Groups wanting to partner with the library to present a program should contact C. Johnson, Youth/Teen Librarian or M. Bealer, Adult Program Coordinator. Groups wanting to use a library space for a program should complete an event form found at the Circulation desk. (Question asked by D. Arms.)
- The adult crafting session on Monday, January 23, 2023 was successful!
- S. Dolan congratulated M. Lipsky on her completed graduate courses!

- M. Lipsky will be sharing good stories – “anecdotes” by email from C. Johnson, Youth/Teen Librarian. Thank you, C. Johnson for sharing with the Board!
- More patrons are coming in to use the library. There are 6 tables and chairs for the public to use besides the new chairs for the Friends’ Book Nook.

Friends of the Library Report – M. Lipsky

- The move is progressing. So far, the Friends have purchased 3 chairs and the mobile shelving units. We will begin the moving process by the end of February.
- 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. They will also be painting shelves before the move.
- Friends are running their annual membership drive. D. Arms encouraged Board members to join the Friends. Information about membership is on their Facebook page.
- S. Dolan asked if the Friends will be having another book sale.
- The Friends usually meet the 3rd Monday of the month at 10:15 AM. The next meeting of the Friends will be Monday, February 13, 2023 at 10:15 AM.

Old Business

- Local Government Outreach for 2023
 - M. Lipsky will continue to go to the monthly Borough Committee of the Whole meeting.
 - M. Lipsky will send a shortened report each month to all Council members and Commissioners in each municipality (Lower, Upper, and West Pottsgrove), including the township managers. Information will include programs and events at the library, the number of new patrons, and circulation statistics.
 - Board will help with sending handwritten notes to council members and commissioners to keep an active line of communication open with each municipality.
 - M. Lipsky or Board members will attend Lower Pottsgrove meetings quarterly. D. Arms attends West Pottsgrove meetings.
- Committee Chairs for 2023
 - Development Committee: D Arms
 - Finance Committee: S. Dolan
 - Governance Committee: S. Drauschak
 - Property Committee: B. Brogley
 - Strategic Planning Committee:

New Business:

- Decision on Janitorial Contract
 - M. Lipsky has advertised an opening for a janitor on the library website since September, and only received one candidate with no janitorial experience. Transcend Facility Management, Frazier Cleaning Solutions, and Budget Maintenance were contacted for proposals for the cleaning of the library. Transcend Facility Maintenance's proposal was emailed to Board members on January 17, 2023. Frazier Cleaning Solutions' proposal was emailed to Board members on January 19, 2023.
 - **D. Spence made a motion to approve the offer made by Transcend Facility Management Company, LLC for \$2600 per month contingent on positive referral checks and/or quality of service. S. Dolan seconded the motion.**
 - Discussion of the motion resulted in C. Marchesani volunteering to call and check references. She will compile a report and inform the BOD of her findings.
 - D. Arms asked for a rollcall vote on the motion.
 - Rollcall vote:
 - S. Holloway – Yes
 - D. Arms - No
 - S. Dolan – Yes
 - S. Drauschak – Yes
 - B. Brogley – Yes
 - D. Spence – Yes
 - C. Marchesani – Abstained

Results: 5 yes votes; 1 no vote; and 1 abstained.

The motion to hire Transcend Facility Management Company, LLC contingent on positive referral checks and/or quality of service passed.

- Conflict of Interest forms for 2023
 - Conflict of Interest forms were signed by S. Holloway, D. Arms, S. Dolan, S. Drauschak, and D. Spence. The forms were given to M. Lipsky to keep on file. Forms were emailed to C. Marchesani and B. Brogley to sign and return to the library.
- Update contact list and committee participant lists.
 - BOD contact list (emails and phone numbers) was emailed to Board members on Monday, January 23, 2023 for any necessary changes. BOD list of short biographies was also emailed on January 23, 2023 for any changes or additions. Please send any changes to S. Drauschak.
 - S. Holloway will make committee lists and send to Board members.

- Several patrons have asked the library to resume the delivery of the Mercury newspaper. It costs \$312 per year – which will put us about \$200 over budget. D. Arms suggested asking the Friends if they would pay for the subscription. He also suggested the paper be kept at the Book Nook.

Comments, Announcements, Other Business

Public Comments:

There were no public comments.

Meeting adjourned at: 7:02 PM

Future meetings:

Strategic Planning Committee: TBD

Development Committee: Wednesday, February 8, 2023 at 11:00 AM Zoom or Library Mezzanine.

Governance Committee: Thursday, February 9, 2023 at 11:00 AM via Zoom.

Finance Committee: Tuesday, February 7, 2023 at 4:30 PM in the Library Mezzanine

Property Committee: Tuesday, February 7, 2023 5:30 PM in the Library Mezzanine

Board of Directors Meeting: Tuesday, February 28, 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 January 24, 2023 – M. Lipsky, Executive Director

Operations Update:

- **Patron Usage:** The staff is reporting increased patron traffic. They are enjoying the presence of more tables and the new chairs from the Friends.
- **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:** The Governance committee will be reporting the resignation of W. Yohn. The Board should have no less than 7, no more than 16 members.
- **Conflict of Interest forms:** Board members will be asked to sign the 2023 Conflict of Interest forms for the record.
- **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.

Technology Update

- **Computer Classes:** Our Technology Coordinator, M. Byrne, will be offering computer basics classes. Classes will be limited to 5 patrons.
- **MCLINC** continues to support us with technology and will be conducting a heat mapping of the building to improve Wi-Fi.

Staff & Volunteers

- **Staff Changes:** January 10th we welcomed a new part-time Youth Library Assistant, C. Zinger.
- **Job Openings:**
 - Children's Programs Coordinator & Outreach – Part time – Level 3
 - Passport Agent only– Part time – Level 1
 - Page– Part time – Level 1
- **Passports:** We have sent our annual recertification for a passport acceptance facility on January 20th. We have 2 more staff members in training.
- **Notary:** A. Heebner is fully Commissioned and taking notary appointments.
- **Department Changes:** No Updates
- **Staff Status:** We are currently at a staff of 16 regular staff. This does not include me or the 3 seasonal employees which make a total of 20 on the rolls. If we hire the above listed openings, we will be at 23. All seasonal employees are back to school. We thank the seasonal staff for their excellent work over the winter break.
- **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 via Zoom on January 4th. I missed the Tri-County Chamber REACH Lunch due to illness. I attended the TCN Amazing Raise Wrap up and Level Up Launch on Monday, January 23rd in person. I attended the TCN Community Health Needs Assessment Funding Training today. Upcoming meetings: Annual report training for Directors, community leaders' breakfast, "Is my nonprofit ready for corporate sponsors" training, Facilities assessment on February 7th, Borough Council Meeting February 8th, Chamber REACH Luncheon February 22nd.
- **MCLINC Directors & District Meetings:** District Meeting is scheduled for Wednesday, January 25th at 9 AM, MCLINC Director's meeting is scheduled for February 17th at 10 AM. I was appointed to the MCLINC Finance Committee which will have its first meeting on February 10th at 10 AM. These will all be in person.
- **Staff Meetings Scheduled:** We will resume Staff meetings on the 2nd Thursday of the month. Next meeting will be held at 6 Pm on Thursday, February 9th. I also meet with each staff member individually the last week of each month, the assistant directors' weekly, and I have the assistant directors' meeting with the supervisors every 2 weeks. Next Staff In-Service day is April 10th.
- **MLIS progress** –I have finished 30 credits of 36 with a cumulative GPA of 3.9. I am currently enrolled in the final 2 classes 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 all of 2022 attached in the reports email.
- **Book purchasing:** We have reset the goal to meet or exceed the required 12% circulating materials purchase for 2023.

Governance:

- Governance committee met on January 19th. I missed the meeting due to illness, however I have read the minutes.
- **The next meeting of the Governance committee will be Thursday, February 9, 2023 at 11:00 AM by Zoom**
- Minutes are available upon request.

Property

- **Janitorial Services:** Hiring a janitorial service is crucial for several reasons. One – There are more people coming into the building, 2 – The staff is super stressed when asked to clean, 3 – having someone who is in the building daily will help with maintenance and repairs. More will be discussed during New Business.
- **The first meeting of the Property committee is Monday February 6th at 5:30 PM.**

Finance

- **The first meeting of the Finance committee is Monday February 6th at 4:30 PM.**

Development

- Development Committee met on January 18th at 10 AM via Zoom. I missed the meeting due to illness.
- **Next meeting will be February 8th at 11am at the library with a Zoom link for those who cannot attend.**
- Minutes are available upon request.

Staff Fundraising:

- An annual plan was presented to the Board in December. I would like to meet with the Development committee to be sure we are all on the same page.

Grants:

- **NEW Grants:** we are working with the borough, TCN, TCACC, and the District to look for new opportunities of grants.
- **Grant Reporting:** I am working closely with our bookkeeper and those who wrote and received grant money to ensure all reports for 2022 are submitted by the various deadlines.

Friends of the Library:

- I attended the monthly meeting of the Friends of the Library on Monday January 9th. The needed furniture for the move has been ordered. We hope for the process to be completed by the end of February.

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! I will be meeting with each department to set goals for 2023.

Outreach:

- I am working closely with the staff to set up an outreach plan for 2023. We are still searching for a youth services outreach coordinator.
- PA Forward: we have begun the process to be recognized as a PA Forward Library. This will help us with connections throughout the state at a professional level and will help as an accolade when requesting funding.

Submitted by M. Lipsky, Executive Director