

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: February 28, 2023 5 PM

Community Room 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: Board member: Board member: D. Spence	B. Brogley C. Marchesani	Executive Director: M. Lipsky Staff member: M. Velez Guest: M. Hedgepeth

A quorum was met: Yes

Meeting recorded: Yes

Meeting called to order at: 5:03 PM

Welcome and Introductions:

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

Special Guest Presentation: Exalted Ruler, Kevin Krause and Past Exalted Ruler, Robin Moyer from Pottstown Elks Lodge #814

K.Krause of the Pottstown Elks Lodge #814 gave a short presentation of the activities and groups that the Elks has supported with financial contributions over the years. The Pottstown Regional Public Library was selected for the 2022-2023 Gratitude Grant. Mr. Krause and Mr. Moyer presented the library with a donation of \$625.00. Thank you to the Elks.

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from January 24, 2023 were reviewed.

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

Development Committee Report – D. Arms, Chairperson

- Development Committee met on Wednesday, February 8 at 11 AM by Zoom. Meeting minutes are available upon request.
- S. Drauschak and D. Arms are putting together Thank you note kits for Board members. M. Velez has a list of donors from 2022 and 2023 for Thank you notes. D. Arms is waiting for approval of a sample Thank you note to add to the kits.

- A. Jacobs Greenly volunteered to coordinate a craft show at the Library in April. It would need to be coordinated with the Youth Services department.
- The committee proposed the idea of asking businesses to sponsor various Library activities.
- Next Development meeting is TBD.

Finance Committee Report – S. Dolan, Chairperson

- Finance committee met on Tuesday, February 7, 2023 at 4:30 PM in the Library Mezzanine and via Zoom.
- **Motion was made by S. Dolan to approve all Financial reports from 2022 to recommend for audit. Seconded by S. Drauschak and unanimously passed.**
- M. Lipsky and S. Dolan explained the impact of high inflation costs, rise of expenses, lower funding by the townships, and unexpected building expenses and repairs on the 2023 Library budget. The library is not in debt, and we have not touched the Vanguard account.
- To receive state funding, the library needs to spend 12% of the budget on adding new materials each year. Last year we spent 13% but M. Lipsky discovered that in 2019, 2020, and 2021 the library did meet the 12% minimum. M. Lipsky also found the 2018 Development plan from LaSalle with fundraising recommendations but none of them were implemented.
- M. Lipsky is working with M. Sossman, our development coordinator, on a planned giving program, fundraisers, and corporation donations.
- Next Finance committee meeting will be Tuesday, May 9 at 4:30 PM - prepare recommendation to approve January, February, March Financial reports to recommend for audit.

Governance Committee Report – S. Drauschak, Chairperson

- Governance committee met on Thursday, February 9, 2023 by Zoom. Meeting minutes are available upon request.
- **D. Arms made a motion to accept the resignation of C. Marchesani, with regret, from the PrPL BOD. Seconded by S. Holloway and unanimously passed.**
- C. Marchesani made a generous donation to the PrPL. Thank you, C. Marchesani.
- **S. Drauschak made a motion to recommend M. Hedgepeth to be a member of the PrPL BOD. 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. J. Jump is considering becoming a Board member.

- S. Drauschak reminded the BOD that: 100% of Board members are asked to make an annual financial contribution to the Library – suggested amount is \$100 per Board member. (Board of Directors Responsibilities – approved January 27, 2022.) Grants that the library applies for ask if 100% of Board members financially support the PrPL. It should be noted on the donation that it is a “Board Donation.”
- S. Holloway met 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. The goals will be shared at the next Governance meeting.
- Next Governance committee meeting will be Thursday, March 2, 2023 via Zoom.

Property Committee Report – B. Brogley, Chairperson (absent)

- Property committee met on Tuesday, February 7, 2023 at 5:30 PM in the Library Mezzanine and via Zoom. M. Lipsky gave report.
- There was a visit from the Pottstown FD for Fire Safety on February 1, 2023. They recommend the PrPL get some kind of alarm system to alert if there is a fire after hours. M. Lipsky will investigate different systems. She has applied for a \$25,000 safety and security grant. M. Lipsky has ordered an external Knox Box which will hold a building key for Pottstown police and Pottstown Fire companies to have access to the building after hours.
- The plumbing issue with the downstairs bathroom was solved for a short period of time. However, the downstairs bathroom has to be closed again.
- M. Lipsky will be meeting with the company that did a building assessment and report back to the Board.
- Next Property committee meeting will be Tuesday, May 9, 2023 at 5:30 in the Library Mezzanine.

Strategic Planning Committee Report

- M. Lipsky met with T. Reed, District Consultant, on Friday, January 27, 2023.
- M. Lipsky will start to work on clear communication rules for transparency and efficiency.
- M. Lipsky will contact H. Parker from TCN for possible help in writing the strategic plan.
- Next Strategic Planning committee meeting - TBD.

Executive Director Report – M. Lipsky, Executive Director

- See attached February, 2023 Executive Director Report.

- Ryan Dowd Training

M. Lipsky is encouraging all staff to participate in the Ryan Dowd, “Pennies in a Cup Challenge” during the month of March, which is designed to help staff build habits that prevent conflict. Ryan Dowd offers free training for nonprofit organizations which is a great way for the library staff to earn professional development credits. The “Pennies in a Cup” method is the best way to prevent conflict, especially with people struggling with homelessness, mental illness, substance abuse, trauma, etc. M. Lipsky also sent the link for the training to Board members and the Friends. The original Ryan Dowd training that library staff already completed was the “Libraries Guide to Homelessness.”

- Staff stories and good news to share:
 - Mr. Powers is a patron that walked to the library to ask library staff to call an ambulance for him. He came to the library because he knew the library staff would help him.

 - A New Jersey family called the library asking if any staff member had seen a family member that they couldn’t reach. Library staff had seen the person and were able to help the family reunite with the family member.

 - From Youth Services: **February**
3 Successes
 - There is a teen group that has started to come in from time to time to play chess. They don’t come in very often, but when they do, they are always polite and well-behaved. They’ve played other games on the game shelf, and they’ve used the Nintendo Switch, but the game they look forward to playing most is chess. It has been interesting to watch them play and hear them get so invested in the game.

 - M. Haigh and her Mosaic Garden partner asked if we could put a Story Walk together for them for an Easter event that they are holding at Riverfront Park. A Story Walk is the pages of a book on wooden stakes and placed along the footpath so patrons can read as they walk along the river. M. Haigh said families really liked the Halloween Story Walk and wanted to see another. The Story Walk is a passive program – we installed it at the park on a Friday and left it up for the weekend, however we did not have a presence there, so we didn’t hear this feedback ourselves. It’s nice to hear positive feedback, and this has encouraged us to create more Story Walks. We plan to create a Spring/Easter one, and we hope to create one for the summer reading program.

 - A local Girl Scout troop held two storytime programs in the community room. They used the program to perform their own outreach as well as promote library services to kids. Both programs went well, and the leader thanked us for our help setting the programs up. The leader also said they’d like to come back from time to time for more outreach programs, perhaps eventually starting a regular (monthly) program.

- 3 Upcoming
 - C. Johnson has started to plan for the summer reading challenge. She is drafting the summer calendars and has begun to reach out to potential performers. We have received a lot of offers this year for entertainment and educational programs. We will see a return

visit from Stuart the Magician, more live animals from Indian Run (plus an interactive exhibit), Kit's Interactive Theater show, visits with local authors, etc.

- Local author Steve Dragon (“Yes, that’s my real name”) will be visiting with his illustrator, Catherine McMahon on March 18 at 1:00 PM. S. Dragon will hold a reading of his book “Were You Born a Dragon?”, and C. McMahon will teach children how to draw their own dragon!
- Patrons have been asking about Mario Kart tournaments on our Nintendo Switch, and we’ve finally managed to plan one! “Mario Kart Madness” will be on March 4 starting at noon. We are hoping to turn this into an event we can hold a few times a year.

Friends of the Library Report – M. Lipsky

- The Book Nook move is progressing. Bookshelves have arrived and are put together. When the Book Nook moves to the area near the steps to the Youth department, the library will gain 2 shelves and J. Carraghan will expand his work area of the library.
- Friends are running their annual membership drive. Board members are encouraged to join the Friends.
- M. Lipsky has received a grant for signage, but the grant is not enough to cover a sign for the Book Nook. M. Lipsky is going to ask the Friends if they would like to pay for a sign to match the other signs in the library.
- M. Lipsky is going to ask if the Friends would like to have a representative give the Friends report at the monthly Board meetings.

Old Business

- Transcend Janitorial Service began on Monday, January 30, 2023. M. Lipsky said she and the staff are happy with the cleaning service and appreciate not having to clean. S. Moore from Transcend has stopped in several times to check on things and has answered calls in a timely manner. We are nearing the end of our cleaning supplies and will be joining Transcend’s bulk ordering system.
- Conflict of Agreement forms for 2023.
M. Hedgepeth will need to sign the form. M. Lipsky will reach out to B. Brogley for his form.
- Mercury delivery – Friends’ decision
Friends of the Library will bring copies of newspapers they receive at home to the Book Nook for patrons to read. The newspapers will be kept at the Book Nook.
- Update contact list and committee participant lists
S. Drauschak will update contact information for Board members and email the information to Board members. M. Hedgepeth would like to join the Development committee.

New Business:

- **Website Policies:**

D. Arms made a motion to approve the revisions of the following policies that are posted on the Library website. S. Drauschak seconded the motion and it passed unanimously.

- Collection Development – Circulation Summary
- Donations Guideline
- Donor Privacy Policy
- Mask Policy
- Patron Behavior Policy
- Patron Privacy Policy
- Youth Services Department Policy

- **D. Spence made a motion to accept the following new policies that will be posted on the Library website. S. Dolan seconded the motion and it passed unanimously.**

- PrPL Board Meeting Public Comment Policy
- Social Service/Therapy Meetings & Appointments

- **Insurance Coverage**

M. Lipsky will be meeting with J. Keller at the Borough to find out what insurance coverage the library has through the Borough. She is researching the library's insurance policies and has discovered that we have several different agents. She would like to see exactly what coverage the library has and hopefully consolidate the policies with one agency and/or agent. She has some meetings set up with several different agents.

Comments, Announcements, Other Business

D. Arms has attended two of the adult craft sessions and said how wonderful they were!

D. Arms suggested we explore working with Beacon of Hope and Pottstown Health and Wellness to find resources the library can suggest to anyone that is experiencing homelessness.

Public Comments:

There were no public comments.

Meeting adjourned at: 6:50 PM

Future meetings:

Strategic Planning Committee: TBD

Development Committee: TBD.

Governance Committee: TBD

Finance Committee: Tuesday, May 9, 2023 at 4:30 PM in the Library Mezzanine

Property Committee: Tuesday, May 9, 2023 5:30 PM in the Library Mezzanine

Board of Directors Meeting: Tuesday, March 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 February 28, 2021

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 recommending approval of M. Hedgepeth to join the BOD. The board should have no less than 7, no more than 16 members.
- **Conflict of Interest forms:** All Board members should have signed the 2023 Conflict of interest forms for the record.

Technology Update

- **Computer Classes:** Our Technology Coordinator, M. Byrne, will be offering computer basics classes. The program is completed and tested. Classes will begin at the end of March.
- **MCLINC** February 27th, 28th & March 1st Polaris will be down for a Server Migration and Update. We hope to be back up on March 2nd, but that is not guaranteed. The Assistant Directors' and M. Lipsky have a written plan for the downtime and have reviewed it step-by-step with each staff member in a 1 on 1 meeting.
- **Mobile Printing:** After a 2-year issue, we have resolved the problems and have reactivated the Mobile Printing for our library! This is a big win for us technologically!

Staff & Volunteers

- **Staff Changes:** None since the last BOD meeting.
- **Job Openings:**
 - Children's Programs Coordinator & Outreach – Part time – Level 3 – candidate to be interviewed 3-2
 - Passport Agent only– Part time – Level 1 Candidate to be interviewed 2-24
 - Page– Part time – Level 1
- **Passports:** We will be doing in depth training during the Polaris downtime for all staff who need passport training.
- **Notary:** We are interviewing a candidate for Notary and Passport so we will have an additional agent.
- **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 State Annual Report Training on 1-26 via zoom. I met with T. Reed via Zoom regarding PRPL Strategic Planning on 1-27. I attended the Pottstown Community Leaders Breakfast on 2-1. We will host on 4-5. Attended Webinar “Is my nonprofit ready for corporate sponsors” training 2-2, El Associates Facilities assessment on February 7th, Lighting Walk Through for PECO rebate on 2-6 & 2-8, Met with Graber Lettering for sign quote on 2-8, Borough Council Meeting February 8th, M. Bealer attended the Pottstown Progress Lunch on 2-15 in my place due to a MCLINC meeting conflict, I attended the Pottstown Neighborhood Partnership meeting on 2-16. I was featured on Porch Cast Pottstown on 2-16. Prospering through Change Webinar on 2-21, Chamber REACH Luncheon February 22nd. Met with T. Hylton on 2-24 regarding a potential partnership with Pottstown School District.
- **MCLINC Directors & District Meetings:** I attended the District Meetings on January 25th and February 22nd. I attended the MCLINC Finance Committee Meeting on Feb 10th, A strategic planning focus group on Feb 15th, and the MCLINC Directors meeting on February 17th. There are a lot of MCLINC and District meetings in the upcoming weeks which are all now in-person.
- **Staff Meetings Scheduled:** I conducted staff one-on-one monthly check ins on 1-25 & 1-26, and on 2-22 & 2-23. All staff reported a stress level of 1 or 2 which is excellent! I meet with the Assistant Directors Every Tuesday. J. Carraghan and N. Forst meet with the circ supervisors and youth supervisors every other week. We will resume Staff meetings on the 2nd Thursday of the month, and held a staff meeting on 2-9-2023. Next Meeting will be held at 6 PM on Thursday, March 9th. 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 May 6th, 2023. If you want to see my transcripts, I am happy to share them!

Collections & Materials:

- **Statistical reports:** Please see Statistical report for 2022 and January of 2023 attached in the reports email.
- **Book purchasing:** No update at this time.

Governance:

- Governance Committee met on February 9th.
- I met with the Assistant Directors to review all policies on our website. They were sent to you for approval during New Business.
- **The next meeting of the Governance committee will be Thursday, March 2nd, 2023 at 11:00 AM by Zoom**
- Minutes are available upon request.

Property

- I attended the Property Committee which met on Tuesday, Feb 7th at 5:30 PM.
- The new Janitorial service is going very well. Staff and Patrons alike have mentioned how great the building looks!
- **The Next meeting of the Property committee is Tuesday, May 9th at 5:30 PM.**

Finance

- I attended the Finance committee which met Tuesday, Feb 7th at 4:30 PM.
- **We will be making a motion to approve the 2022 reports for audit.**

Development

- I attended the Development Committee which met on February 8th at 11am via Zoom.
- Minutes are available upon request.

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

- **Candy Bars** are still a hit! Our 3rd replenish order is here and already dwindling!

Grants:

- We were not granted the Impact 100 grant that we applied for in December.
- We applied for the Eisner Grant for Graphic Novels. We are waiting to hear.
- I applied for a \$25,000 grant for increased security in the building.

Friends of the Library:

- I attended the monthly meeting of the friends of the library on Monday, February 13th. The furniture has arrived!

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:

- The Youth Services will attend the Ringing Rocks Book Fair and Parent's night on March 2.
- We will attend the Health Fair at the Rickets Center on April 1.
- 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