

Pottstown Regional Public Library

Board Meeting

Regular Board Meeting: May 2023 5 PM

Community Room (In Youth Department) 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: D. Spence Board member: M. Hedgepeth - Zoom for Executive session	B. Brogley M. Hedgepeth (Absent for BOD Meeting)	Executive Director: M. Lipsky Staff member: M. Velez Guests: T. Brown J. Steinman E. Mortenson T. Hylton F. Hylton

A quorum was met: Yes

Meeting recorded: Yes

Executive Session 5 PM – 5:20 PM

Meeting called to order at: 5:25 PM

Welcome and Introductions

PrPL BOD members introduced themselves. Guests introduced themselves.

Review & Approve Meeting Minutes

PrPL BOD Meeting minutes from April 25, 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.**

New Business:

- **D. Arms made a motion to increase M. Lipsky, Executive Director of PrPL's, salary by \$2500.00 effective next pay period. S. Dolan seconded the motion and it unanimously passed.**
- D. Spence asked if M. Lipsky could put in writing that she does not take health insurance from the PrPL and that her family pays a penalty for waving the insurance. M. Lipsky will put it in writing and send to all Board members.
- Two dates were selected for the Virtual Board retreat provided through the Office of Commonwealth Libraries Bureau of Library Development: Tuesday, July 18, 2023 from 3 PM – 5:30 PM or Tuesday, August 8, 2023 from 3 PM – 5:30 PM.

Old Business

- S. Drauschak asked if the insurance policies with Spotts Insurance Group are in place. M. Lipsky said yes, she is waiting for the insurance binder.
- M. Lipsky found a letter stating that the money in the Wetty Stock account may be used to purchase educational books. The account was a restricted account. Since the account has been inactive, it has been losing money. M. Lipsky will have the staff members responsible for buying books use the money in the account. The account will then be closed.

Executive Director Report – M. Lipsky, Executive Director

- See attached May, 2023 Executive Director Report.
 - S. Holloway likes all the reports from the library departments. Other Board members also appreciate them. M. Lipsky is pleased with the information that the staff is sharing.
 - D. Spence asked what the building is appraised at. M. Lipsky will check on the appraisal of the building and the land.
 - D. Spence asked if M. Lipsky or staff members can make videos for the library's social media. M. Lipsky will look into this with the staff.

Committee Reports:

- **Development Committee Report – D. Arms, Chairperson**
 - Development committee met May 11, 2023 by Zoom.
 - Book Plates/Donations for New Books – J. Carraghan redesigned the “Fill the Shelves” brochure, and it is published.
 - Committee members mentioned that they didn't see this advertised on social media, they did finally find it but had to scroll to April. They suggested “pinning” posts like this so they don't get lost.
 - It was mentioned it is too difficult for someone to participate because you have to print the PDF and bring it in or email it along with a check or cash. Doing this all online would be better as other nonprofits find online donations are the most used.
 - Corporations/Businesses Research
 - J. Carraghan researched businesses in Pottstown and the Pottsgroves. Committee members will be given a list of businesses to research and find out if they have grants/donation programs available for the library to apply for.
 - At one point, TCN had a list of grants that are available to the library, is this still the case? Do they include grants that are available from local businesses like Walmart, Giant, CVS, etc.?
 - Duck Race – please consider buying tickets for the Rotary Duck Race to support the library (\$5.00 per ticket). If we reach our goal of selling 300 tickets – we will earn \$4.00 per ticket sold.
 - Thank You Notes – Thank you notes were mailed out to all 2022 donors and we are up to date with sending thank you notes for 2023 donations.
 - Online Auction – Chair-ity
 - The Friends of the Library are considering doing this and the Development Committee will consider supporting them in their effort.
 - Donations
 - It was recommended that the “Donate” link give more options, for example “Fill the Shelves” etc. so that people can donate online as opposed to filling out a PDF they have to print and mail or bring to the library. 90% or more of donations are done using “online” as the vehicle.

- Consortium of Non-Profits
 - D. Spence suggested looking into/keeping in mind the idea of all nonprofits coming together and just pooling all donated funds and then distributing them out. Similar to The Amazing Raise but year-round. She said this idea was mentioned by Joe Ciresi and it is being done in Texas.
- A. Jacobs Greenly offered her time and talent to help with gift processing, donor database management, or anything related to development. She asked that staff reach out to her, and she would be more than willing to help.
- Next Development committee meeting is Thursday, June 15, 2023 at 10 AM by Zoom.

- **Finance Committee Report – S. Dolan, Chairperson**

- **Motion was made by S. Dolan to approve all financial reports from the first Quarter of 2023 (January, February, and March) to recommend for 2023 audit. Seconded by S. Drauschak and unanimously passed.**
- D. Arms asked why the amount paid for snow removal was so high. The power washing of the building was put in that budget account line.
- B. Akins started the annual audit for 2022 on May 23, 2023.
It was discovered that employees were not being charged the correct amount for their health insurance.
- Next Finance committee meeting will be Monday, August 7 at 4:30 PM - prepare recommendation to approve April, May, and June Financial reports to recommend for audit.

- **Governance Committee Report – S. Drauschak, Chairperson**

- M. Lipsky, S. Drauschak, and S. Holloway attended the TCN workshop on Wednesday, May 10, 2023 called: Recruiting Good Board Members (And Keeping Them). Information we found useful: we (the executive director and members of the Governance committee) should be interviewing potential new members with specific questions as part of our process of becoming a Board member besides potential members completing the Board questionnaire, touring the library, and attending a Board meeting. Potential new Board members should be added as a class possibly two times a year – July and January so not everyone terms out at the same time. Currently, we have 3 Board members completing their terms at the end of December, 2023. Potential new Board members can be on a committee before becoming an official Board member.
- **New Potential Board Members:**
We have a number of people interested in becoming PrPL Board members. The following people have been sent the Board questionnaire, Board Job Description information, and the steps we follow for potential new Board members: T. Brown, J. Good, E. Mortenson and J. Steinman. The next steps include attending a Board meeting and an interview with M. Lipsky and a member of the Governance committee.
- M. Shuman contacted D. Arms and is interested in joining the Board.
- Two other members of the community have reached out to M. Lipsky expressing an interest in becoming a PrPL Board member: T. Strayer and B. Odiale.
- S. Drauschak made a motion that the Governance committee recommend T. Brown become a Board member of the PrPL at the Board meeting on May 23, 2023. S. Holloway seconded the motion.

- We compared the wording of Section 4.1 and 4.2 of the By-Laws of the PrPL to the wording of Board Terms/Participation of the PrPL Board of Directors Responsibilities. We revised Sections 4.1 and 4.2 of the By-Laws and the Board Terms/Participation of the PrPL Board of Directors Responsibilities. The revisions will be recommended to the PrPL Board of Directors for approval on Tuesday, May 23, 2023 at the scheduled Board meeting.
- M. Lipsky will review the rest of the PrPL By-Laws for any other suggested revisions or changes.
- **S. Holloway made a motion that we adopt the changes to Sec 4.1 and 4.2 of the By-Laws and the Board Terms/Participation of the PrPL Board of Directors Responsibilities. S. Drauschak seconded the motion and it passed unanimously. (See the approved attached By-Laws sections 4.1 and 4.2 and Board Terms of BOD Responsibilities).**
- **S. Drauschak made a motion recommending T. Brown become a member of the PrPL Board of Directors. Seconded by D. Arms and passed unanimously.**
- **Property Committee Report – B. Brogley, Chairperson**
 - Did not meet in May.
 - Next Property committee meeting will be Monday, August 7, 2023 at 5:30 PM.
- **Strategic Planning Committee Report – M. Lipsky**
 - Next meeting in June – TBD.

Liaison Reports:

- **Friends of the Library Report**
 - The Friends’ annual meeting was on Friday, May 19, 2023. R. and J. Ryce gave a talk about their trip to Morocco. Members enjoyed refreshments from Morocco.
 - Membership of the Friends of the PrPL is 55 members including spouses.
 - A2Zconsignment.com is checking hardback books, which have been entered in an Excel spreadsheet, to determine if the company would like to buy any of them. Another book company the Friends’ might check is Heisen Books. Discovery Books will take books to recycle and shred them.
 - All of the paperbacks the Friends had were sold at their book sale on April 22, 2023.
 - The Friends are considering doing the “Chair-ity” event – selling hand painted chairs.
- **Townships, Borough, School Districts, Student Liaisons**
 - D. Arms said all West Pottsgrove residents received the spring newsletter from the township with an article about the PrPL. Thank you, J.Carraghan for writing the article.

Public Comments:

- T. Hylton and F. Hylton made a donation of \$6500.00 to pay for the feasibility report on the envelope of the PrPL (the outside of the building, flooding and drainage issues, seepage, roof) that was completed by EI Associates of Harrisburg. Thank you, T. and F. Hylton.
- E. Mortenson and J. Steinman, potential new Board members, introduced themselves.

Announcements, Other Business

Meeting adjourned at: 6:18 PM

Future meetings:

Strategic Planning Committee: TBD

Development Committee: June 15, 2023 at 10 Am by Zoom – recurring the 2nd Thursday of the month.

Governance Committee: June 15, 2023 at 9 AM by Zoom.

Finance Committee: Monday, August 7, 2023 at 4:30 PM in the Library Mezzanine. Prepare recommendation to approve April, May, June financial reports to recommend for Audit, budget review, and start 2024 budget.

Property Committee: Monday, August 7, 2023 5:30 PM in the Library Mezzanine

Friends of the Library Meeting: Monday, June 19, 2023 at 10:15 AM in the Library Mezzanine

Board of Directors Meeting: Tuesday, June 27, 2023 at 5 PM in the Library Community Room.

**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 2023- M. Lipsky, Executive Director

Director's Report May 23, 2023 – M Lipsky, Executive Director

To shorten the report, I will only include the heading and “No Change” to the areas where the information is the same as the previous month. Feel free to ask questions if needed.

Operations Update:

- **No Change**

Trustee Notes

- **No Change**

Technology Update

- A digital copy of all of the blueprints was shared with MCLINC for the beginning phase of updating our Wi-Fi and servers.

Building Updates

- **Signs!** Be sure to check out our new signs on the main floor. These were possible from a 2022 grant from PNC Thomas Taylor Trust.

Staff & Volunteers

- **Staff Changes:** This week we welcomed back D. Williams and B. Lipsky as seasonal employees for the summer
- **Job Openings:** We will reevaluate the positions open and post any open positions in late May
- **Passports:** Our Passport Facility Inspection occurred May 8th at 1:00 PM
- **Notary:** We have 3 commissioned Notary Publics in the building
- **Department Changes:** No Change
- **Staff Status:** We remain at 18 regular staff. This does not include me or the 2 seasonal employees which make a total of 21 on the rolls.
- **Volunteers:** No Change.

Continuing Education & Meetings Attended since last Board meeting

- **Community Meetings:**
 - 4-26-23 - TriCounty Chamber Annual Dinner – We won bronze sponsor – M. Lipsky, J. Carraghan, N. Forst, and C. Johnson all represented the library
 - 4-27-2023 – TCN Workshop – M. Lipsky & N. Forst attended
 - 5-3-23 - Pottstown Community Leaders Breakfast
 - 5-3-23 – Borough Council Committee of the Whole
 - 5-10-23 - TriCounty Chamber Member Breakfast
 - 5-11-23 - Leadership TriCounty Nonprofit Introduction
 - 5-11-23 – Presented at Pottstown School Board Community Engagement committee
 - 5-16-23 – Met with Pottstown Education Foundation about program partnership
 - 5-19-23 – TriCounty Chamber Ambassador Meeting
 - 5-22-23 – One on One meeting with E. Dautrich of TriCounty Chamber
 - 5-23-23 – TriCounty Chamber REACH Luncheon
- **MCLINC Directors & District Meetings:**
 - 4-26-2023 - District meeting
 - 5-3-23 – District meeting about Challenges
 - 5-8-23 – MCLINC Finance Committee
 - 5-17-23 MCLINC Finance Committee
- **Webinars/Training:**
 - 5-9-23 Engaging Potential Corporate Sponsors & Funders-Part 2
 - 5-10-2023 Board Member Recruitment and Retention
- **Staff Meetings Scheduled:**
 - One-on-one meetings are scheduled for this week with all staff.
 - I meet with the Assistant Directors Every Tuesday.
 - J. Carraghan and N. Forst meet with the circ supervisors and youth supervisors every other week.
 - Staff meeting is scheduled for 6PM Thursday June 1st.
 - Next Staff In-Service day is August 14th.
- **MLIS progress** –I graduated! I have requested my transcript for my personnel file. As soon as my diploma arrives I will hang it in my office! 😊
- **Conferences:**
 - ALA conference I **do not** plan on attending this year. It is in Chicago.
 - PLA conference is every other year so it won't be until 2024 in Columbus OH.
 - PALA Leadership Institute – This conference is a continuation of the Director's Institute from last year. I will be in Harrisburg from June 5th through the 9th for an intensive leadership bootcamp for library leaders.
 - PALA Conference 2023 in the Poconos in October. Registration has not opened yet.

Department Reports:

Adult Programming April 2023 Report

M. Bealer, Adult Programming Coordinator

Programs

In April, we hosted 17 sessions of regular, recurring programs, and 5 standalone events for a total of 22 programs. In conjunction with State Representative Joe Ciresi's office, we hosted a SEPTA Senior Key event. At this event, Pennsylvanians 65 and older were able to sign up for free SEPTA passes. This was extremely well-attended, and by far our highest-attended program of the month, with 70 participants.

Pysanky Egg-Making on April 1 and the Plant Swap on April 29 (picture 3) were both successful and well-attended with 22 and 15 attendees, respectively. Several of our recurring programs have continued to have steady attendance: Mahjong, Pottstown Writer's Group, and Afternoon Adult Crafting. The majority of these participants are returning attendees who seem to genuinely enjoy their experiences at these programs. In Afternoon Adult Crafting, we made yarn pom-pom bunnies on April 7 (picture 1), and paper succulents on April 21 (picture 2).

Outreach/Community Connections

The Pysanky Egg-Making event was made possible by Pottstown Community Arts, an organization with which the library often partners. We partnered with the Montgomery County Department of Health and Human Services to bring a free public NARCAN training to the library on April 6. As mentioned, we have partnered with State Representative Joe Ciresi's office for the SEPTA Senior Key event. On May 11, we will be partnering with them again to present free county programs for veterans and homeowners at FraudSleuth.

Book Displays

Our free-standing book display was decorated and curated for Earth Month (picture 4), featuring a wide array of climate-conscious reads, fascinating dives into biology, meteorology, and ecology, some nature-related fiction picks, and classic environmental authors such as Rachel Carson and Henry David Thoreau.

The wall-anchored book display remained the display associated with our spring Beanstack reading challenge, featuring a plethora of recommended springtime reads and eye-catching visuals.

Picture 1:



May 2023 Youth Services Report

C. Johnson – Youth/Teen Librarian

Outreach

- May 12 12:30-2:00 at the library – Rupert Elementary 3rd Grade visit (storytime, tour, and activity stations).
- Mondays and Wednesdays 2:30-3:15 North End Learning Center – storytime visit
- May 10 and 17 12:00-1:00 Rupert Elementary – storytime visit
- May 12 and 26 10:00-11:00 YMCA – storytime visit

3 Successes

- A mother and son thanked me for introducing them to Playaway Audiobooks on 5/9/2023. A couple of weeks before, they had trouble finding superhero books (all our Marvel leveled readers were checked out). I did not want them to go home disappointed, and the only alternative I could think of was the Avengers Playaway. They had never used an electronic audiobook player before, so they gave it a try. Today they came back to get a Spider-Man Playaway and thanked me for my help during their previous visit.
- We had another great walking fieldtrip visit from Rupert Elementary, 3rd grade this time. Like the 4th grade visit, we started with storytime and a brief tour of the YSD. Most of their visit was spent at 10-minute activity stations, which promoted our STEM materials (Snap Circuits, magnet tiles, Ozo Bots, etc.). We finished with a feedback session – I asked them what they saw during their visit that they didn't know they could access at the library. I also advertised our summer reading program. The teachers expressed their satisfaction with the visit and interest in receiving more information about getting library cards and joining the summer reading challenge so they could pass it along to students.
- When the local therapy dogs visit after Friday storytime, kids usually just want to pet the dogs. During their most recent visits, kids have begun reading to the dogs again. This was the original intent of the program, but we allowed it to change according to what the children found most comfortable/enjoyable. It is nice to see this shift happen naturally instead of trying to push it on the children.

3 Upcoming

- Summer Reading is about to start. The challenge is open for registration, and the challenge runs June 3 – Aug. 5. All readers will earn benchmark prizes. Those who complete the challenge will earn an invitation to a party on Aug. 12 (5-6 PM).
- In addition to the reading challenge itself, we will have several special summer programs including visiting authors and performers.
 - June 13 = MontCo Youth Poet Laureate Evan Wang
 - June 16 and 23 = Water Safety Program (16th for kids, 23rd for parents)
 - June 20 = Stuart Rudnick's Interactive Magic Show
 - June 28 = Indian Run's "Hunters of the Sky" (live animals) followed by an interactive exhibit
- We will also be featuring in-house games and challenges that utilize STEM concepts and skills and/or working together to complete a task (our summer theme is "All Together Now").

Rainbow Fish Craft with Miss C. Zinger



Processing and Statistics Report – April, 2023

N. Forst – Assistant Director

For the month of April we added 458 items and withdrew 96. Coming up there will be a purge, where we delete all the items that were withdrawn the previous year, 500-600 items.

The total physical items in our collection is 61, 476 as of May 2, 2023. (This does not include any of the e-resources). Once the purge is complete, this number will drop by the total of what we purged. As long as we keep adding books higher than what we withdraw, we will get closer to our goal.

Computer usage and WIFI statistics are up again for April. With school ending soon and summer learning getting ready to start, I expect this upward trend to continue.

Social Media engagement is consistent. As with all social media, it ebbs and flows with how popular posts will be. You just never know which one will be popular. The website is updated with flyers for May, and summer learning.

Head of Circulation Report for May

J. Carraghan – Assistant Director

- We had 79 registrations in April, with the majority coming from Pottstown Borough and Lower Pottsgrove.
- We held our Amnesty Day on 4/20/23. We are looking to do two Amnesty days a year—one in the spring and one in the fall/early winter. Amnesty Day is an opportunity for patrons to return long-overdue/lost/billed items without fines, as well as the chance to pay down fines at a discounted rate. We have also discussed holding an Amnesty Week, with more promotion, in the Fall to encourage people who have outstanding fines (and have not used our services because of it) to come back to the library.
- We completed the recent record set sent by MCLINC for the purpose of clearing up Polaris. Circulation staff has also completed the donor database cleanup that M. Velez had requested, so that we are not being charged to store patrons with incorrect/outdated information in our databases. Both projects will help reduce system lag and help keep our records clean.
- We've had 5 people so far who have contributed to the "Fill the Shelves" program in April/early May. Materials are still shipping to us, and those who have not been contacted regarding the books donated in their honor will be contacted once the processing has finished.
- I have signed the library up for the annual "Friends Helping Friends" through Boscov. We will have more information about the event as we get closer to the fall.
- I had a conversation with a patron from Berks County who told me that she was thrilled with our expanding Playaway collection, as well as our other new materials. She complimented the staff, said that we were extremely helpful and very friendly, and that it is well worth the drive to enjoy our collection and services.
- I sat in with E. McNichol during our Passport Inspection. Both agents from the Department of State were impressed with our facilities and the courtesy of our staff. E. McNichol, M. Lipsky, and I met briefly afterwards to debrief and discuss other passport developments. We should be receiving the report of our evaluation from the Department of State in the near future.
- N. Forst and I visited Tyler Arboretum on May 16th for an informational tour to help us better promote the Arboretum museum pass. We had a wonderful guide, who led a group of librarians through the arboretum and gave us an overview of their history and projects. We will increase our promotion of the Arboretum and other museum passes in the coming weeks.
- The MCLINC Circ Users Group Committee meets on May 17th to review consortium-wide procedures. As chair of the committee, I will be directing the procedural review and evaluation.

- We will be continuing our promotion of literacy materials as we progress through the 5 Silver Stars through PA Forward. As part of our commitment to digital literacy, we are pursuing a PLA Digital Literacy Workshop Incentive grant.
- We are excited to welcome D. Williams and B. Lipsky back for the summer!

Passport Acceptance Facility Report April 2023

E McNichol – Passport Manager

Overview

April was again a busy month for passports. We are still booked out about a month for morning and afternoon appointments, and about a month and a half for evenings. Saturday appointments are about 2 weeks out. The Department of State's processing times also remain the same.

Successes

In April, we had 221 first time passport applications processed with a profit of \$7,735.00 and 223 passport photos with a profit of \$2,899.00. A total of \$10,634.00 for the month of April.

Future

The Department of State came May 8th for our Passport Facility inspection.

PrPL BY-LAWS: ARTICLE IV - Changes adopted May 23, 2023

Directors

Section 4.1. The business and affairs of the Corporation shall be managed by a Board of Directors consisting of not less than seven (7), nor more than eleven (11). Each Board member shall be at least 18 years of age and live or work in one of the funding municipalities. The Board shall include at least one member from each of the funding municipalities. The Governance Committee shall recommend candidates for the new class of the Board of Directors. The class shall be voted upon by all current Board members.

Section 4.2. Directors shall serve for a term of three (3) years. If there are vacancies on the eleven (11) member Board, a new member may join the board and be considered a voting member any time during the year. This new member will be added to a class and serve the term of that class. Each Board member is eligible to serve two terms.

PrPL BOARD RESPONSIBILITES POLICY – Changes adopted May 23, 2023

Board Terms/Participation

- The Library's Board Members will serve a three-year term to be eligible for re-appointment for one additional term.
- The new member will be added to the class which has an opening.
- Attendance to regular and special Board meetings is required.