

Pottstown Regional Public Library

Board Meeting

Board Meeting: January 30, 2024 5 PM

Community Room (In Youth Department) and Zoom

Board Members Present	Board Members Absent	Staff Present
President: T. Brown Vice President: D. Arms Treasurer: Secretary: S. Drauschak Board member: J. Steinman Board member: R. Bouher Board member: Board member:		Executive Director: M. Lipsky Staff members: J. Carraghan; M. Velez Guest(s): S. Detar; A. Jacobs Greenly; J. Keller; C. Ryce

Board Packet:

January 2024 Board Packet in Google Drive – meeting 1-30-24

A quorum was met: Yes

Meeting called to order at: 4:58 PM

Meeting was recorded: Yes

Call to Order: T. Brown, President

Attendance: S. Drauschak, Secretary

Action Items

- **Recommendation to accept S. Detar as a new PRPL Board member.**
 - **S. Drauschak made a motion recommending S. Detar to become a member of the PRPL Board of Directors, class of 2026, with his term ending December 31, 2026. Seconded by R. Bouher and passed unanimously.**
- **Recommendation to accept A. Jacobs Greenly as a new PRPL Board member.**
 - **S. Drauschak made a motion recommending A. Jacobs Greenly to become a member of the PRPL Board of Directors, class of 2026, with her term ending December 31, 2026. Seconded by D. Arms and passed unanimously.**
- **Recommendation to nominate S. Detar as the treasurer of PRPL Board of Directors.**
 - **D. Arms made a motion to nominate S. Detar as the treasurer of the PRPL Board of Directors for 2024. Seconded by R. Bouher and passed unanimously.**

Welcome & Introductions:

- **J. Keller, Board Applicant** was introduced as a potential new Board member. She is the operations manager and assistant township manager for West Whiteland Township and is a resident of Pottstown Borough. She saw the post for potential new Board members on the PRPL's FaceBook page and completed a Board application.

Mission Moment:

- T. Brown read the mission of the library – “The Pottstown Regional Public Library works to strengthen our diverse community by providing free and open access to resources that inform, instruct, inspire and promote lifelong learning.”

Review & Approve Meeting Minutes: December 12, 2023

- **Motion was made by R. Bouher to approve the minutes from December 12, 2023 with corrections to who was absent and who were guests to submit for audit. Seconded by J. Steinman and unanimously passed.**

Treasurer's Report: S. Detar

- S. Detar explained his financial reports, which are usually 1-2 pages with the highlights of the financial reports. He wants the financial reports to mirror the audit report and encouraged all Board members to ask questions to understand the financial reports. He will be working with M. Lipsky and the bookkeeper moving forward.

Discussion/Education piece: No discussion/education piece at the meeting.

Committee Reports: Board members were asked to review prior to the meeting for any questions.

- **Executive Committee – T. Brown**
 - The PRPL Capital Campaign Plan was included in the Board packet. A Capital Campaign committee will be formed with Board members, staff members, community volunteers, and valuable prospects. The committee will likely have 10 committee members. Board members that are interested in joining the committee should forward their names to M. Lipsky and T. Brown.
- **Development Committee Highlight – D. Arms – Minutes in Packet.**
 - A. Jacobs Greenly met with M. Lipsky, M. Velez, and M. Sossman and looked at the Bloomerang database.

- **Finance Committee Report: Next meeting TBD**
 - M. Lipsky and T. Brown spoke with Victory Bank in Limerick.
 - S. Detar would like to talk to Tompkins Bank, our current bank. For the moment, S. Detar recommends keeping the Money Market with Tompkins Bank.
 - Vanguard Account – No update. M. Lipsky and S. Detar will look at closing the Vanguard account which has \$1430.10.

- **Action Item: Motion made by R. Bouher for the PRPL check signers to be: M. Lipsky, Executive Director; J. Carraghan, Assistant Director; N. Forst, Assistant Director; and S. Detar, Treasurer. Seconded by A. Jacobs Greenly and passed unanimously.**

- **Governance Committee Report – J. Steinman** – Minutes in Packet.
 - J. Keller, a potential new Board member, was invited to attend the January PRPL BOD meeting and will meet with M. Lipsky.
 - The committee is reviewing and revising “The Pottstown Regional Public Library Committee Responsibilities” document that was last approved on February 20, 2018. The other PRPL committees (Executive, Development, Finance, and Property) will review their pertinent sections before presenting the document to BOD for approval.
 - Staff Appreciation was discussed. M. Lipsky suggested an Ad Hoc committee for planning National Library Week which is Sunday, April 7 – Saturday, April 13, 2024 with National Library Workers Day on April 9, 2024. An Ad Hoc committee could become an annual committee for NLW and other staff appreciation events.
 - Another Ad Hoc committee will be the Capital Campaign committee.
 - All BOD members must sign a new Conflict of Interest document and give to M. Lipsky to keep on file. All BOD members need to read the whole document before signing.

- **Property Committee Report – R. Bouher**
 - Possibly meeting right before the monthly Board meeting.

Executive Director Report – M. Lipsky

- Operational report was included in the Board packet.
- Reports and pictures from the PRPL departments were included in the Board packet.
- The Borough of Pottstown increased their yearly contribution to the PRPL. Some contributions

recently received by PRPL were from Pottstown AMBUCS and Spotts Insurance Group. St. James Lutheran Women of the ELCA gave a donation after a visit by M. Lipsky.

- The Cookie Walk held in December 2023 will probably be considered a program instead of a fundraiser in the future.
- M. Lipsky has completed a grant for an AED device. She would also like to update the PRPL first aid kits.
- M. Lipsky would like to arrange a meeting with the police department for information on Active Shooter drills for the library staff.

New Business:

- Conflict of interest – all Board members that were present were given Conflict of Interest forms for 2024 to sign and return to M. Lipsky. The forms will be kept on file with M. Lipsky.
- It was suggested that the Conflict of Interest form be reviewed by the Governance committee. The policy and forms were last reviewed and approved February 20, 2018.

Old Business:

- Vanguard Account and Money Market account at Tompkins will continue to be explored and discussed within the Finance committee.
- Student Cards – Data issue is being resolved. The PRPL is only the second library in the county to issue library cards to students in two different school districts. It was discovered that Pottstown School District gave the library incorrect student numbers and Pottsgrove School District gave student numbers for its high school and middle school students, but not the elementary students. Much of the data correction must now be done manually and each student in the library database must be checked. The Parent Appeal will not be sent until all student information has been entered correctly.
- Reach out to potential Liaisons. M. Lipsky reached out to all parties except the Hill School. Pottsgrove School District will have the high school librarian reach out to some high school students to become liaisons to PRPL. There was no response from Pottstown Borough or Lower, Upper, and West Townships.
- M. Lipsky has requested a meeting with the commissioners of Upper Pottsgrove Township.

Friends of the Library:

- C. Ryce, President of the Friends of the Library reported that the Friends have two projects for raising money. They have a volunteer who will be selling books on Ebay and Amazon to raise money. The volunteer will not be taking any money from the sales. The Friends will also be planning trips for its members as fundraisers.

Staff Comments:

- The “Fill the Shelves” fundraiser will be advertised again on social media.
- Several staff members are being trained as passport agents to replace the two evening passport staff members that left.
- Visitors to the library have greatly increased from around 250 to 400 people daily.
- The library held a Covid and Flu vaccine clinic for the public on Monday, January 29, 2024.
- The library had a visit from the Library of Accessible Media for PA (LAMP) to tell patrons about LAMP services, and accessible library materials and equipment for people who are blind or have low vision, a reading disability like dyslexia or who can’t hold a book or turn its pages.
- Staff members - M. Velez and A. Heebner, and patron, M. Snyder - are going to be working on cataloging the library’s microfilm collection.
- A. Heebner, PRPL Reference librarian, is working with the PA Reference and Research Archives to help patrons with genealogy.
- A. Heebner has a display/collection of “Things people have found/left in books!”
- PRPL was featured in a blog on HSCL.org (Hosting Solutions & Library Consulting). The blog article: Inclusion Infusion: A Spotlight on Pottstown Regional Public Library is about the library’s efforts to continue being a welcoming and inclusive place for members of the community. Staff member, M. Velez was interviewed. She explained how the library is working to add DEIB (diversity, equity, inclusion, and belonging) materials to the collection. She described four monthly events at the library: Bilingual story time; African-American story time, highlighting books that are written by and featuring people of color; Digital Literacy Workshop; and NAACP Book Club.

Public Comments: No comments.

Announcements, Other Business: None.

The meeting adjourned at: 6:27 PM

Upcoming Meeting Dates and Times:

Development Committee: 2nd Thursday of the month (Zoom): Thursday, February 8, 2024 at 10 AM.

Governance Committee: 2nd Thursday of the month (Zoom): Thursday, February 8, 2024 at 11:30 AM.

Finance Committee: TBD

Property Committee: TBD

Executive Committee: 8:30 AM Via Zoom the Thursday prior to the full board meeting which is the last Tuesday of the Month - Meeting date: February 22, 2024.

Board of Directors Monthly Meeting: Tuesday, February 27, 2024 at 5:00 PM in the Library Community Room.

President & ED Weekly Meeting: Mondays at 9 AM (unless otherwise determined)

Friends of the Library Meeting: Third Monday of the month at 10:15 AM in the library mezzanine.

Appointments with Executive Director to schedule, email: mlipsky@mclinc.org or text: 610-334-2409

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

PRPL 2024 Board of Directors Meetings

Meetings are hybrid – in person in the Community Room in the Youth Department Section of the PRPL and scheduled via Zoom. Please attend in person if you are able. The meetings are at 5:00 PM on the last Tuesday of the month, unless otherwise noted.

<https://us02web.zoom.us/j/86827044656>

Meeting ID: 868 2704 4656

January 30, 2024

February 27, 2024

March 26, 2024

April 30, 2024

May 28, 2024

June 25, 2024

July 30, 2024

August 27, 2024

September 24, 2024

October 29, 2024

*November 19, 2024

*December 17, 2024

*Date adjusted due to the holiday.