

Library Board of Trustees October 24, 2022

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- The meeting of the Village Library Board of Trustees was called to order at 6:05pm on Monday, October 24 2022, by Anne Bohara.

Present

- Lauren Nappi, Knicki Knickerbocker, Kate Shuhler, Holli Schrom, Anne Bohara, and Maria Long, Aaron Bostelle.

Aaron Books Presentation:

- Aaron brought his consignment agreement with two options for the sale. A higher percentage after a sale (30 percent of gross per month), or a percentage prior (18 percent of gross).
- We would need to make a decision and have the contracts signed by November 1st.
- He currently has 75 books from the Library that were being stored in the shed.
- Book Sale can still be profitable with the leftover books that Aaron is not able to sell (rare and collectable).

Acceptance of the last meeting's minutes

- The minutes of September were approved.
- Motion made by Holli and seconded by Knicki. The motion passed with unanimous consent.

Correspondence

- Letter from the Berks County Library System sent a notification to the Library Board encouraging us to attend community events and increase community awareness.
- The State Aid budget has passed.
 - \$60,241 budget passed for 2023.
 - The money from State Aid will be used for salary and for staffing purposes.
 - Motion made by Knicki, seconded by Lauren. Motion passed with unanimous consent.

Director's Report

Library Operations

- Uniform requirements need to be handed in before December 31. Deadline for me is December 15 due to vacation time after Christmas.
- Plans for state aid needs to be submitted to Becky by October 31

- Emily from County has graciously offered to help with the yearly donation campaign and done a mock up for us. We can add or change anything we would like. Templates will be there every year. We just submit photos and what we want to highlight each year.
 - By September every year we will work Emily to create this template
 - Friend's group will tackle the mailing for this
- New patrons number is at 211 we will officially beat 2019's number
- Holiday hours to submit for 2023 library can only have a total of 12 holiday closings.
 - With the Contingency plan, we are proposing we lean on using the 10 week seasonal reduction hours for the summer, our most expensive time of the year.
 - With the waiver that was granted to us for 2021-2022, staff and I were discussing shortening hours during the December holiday season. Maria will be meeting with Becky on 10/31 to discuss options and to make sure we stay compliant with library regulations etc and not cause future detriment to our finances. She offered to go over finances and anything else we would need.
- Hours for closing for 2023
 - New Year's Day which would be 1/2
 - Easter Saturday 4/7
 - Memorial Day weekend 5/27-5/29
 - July 4th
 - Labor Day Weekend 9/3-9/4
 - Thanksgiving 11/23
 - Black Friday 11/24
 - Christmas Eve/Christmas 12/23/-12/25
 - And one day is set for BCPL staff training typically in the spring.
- In November we will be voting on the closing dates for 2023 in November
- Berks County Public Libraries Annual Awards for 2022 nominations can be submitted.

CE Updates

- Received CE for Ann, Holli & Sheri

Future Updates

- We will be voting on our Goals and Objectives Strategic Planning for 2023 in November.

Treasurer's report

- Lauren motions and Knicki seconds to approve the Treasurer's Report. The motion passed with unanimous consent.

Old Business

- We need to create a contingency plan to manage the budget shortfall.
 - Cut back hours during holidays and over the summer
 - Possibility of a pay Raise hold for January 2023
 - Maria is going to create a budget and contingency plan to review next month, so we know how to move forward.
- Steps for developing and agreeing to the 2023 budget.
 - Outlining 2023 fundraising events and activities
 - Book Sale
 - Aaron's Books
 - Meeting Room Rentals
 - Friend's Committee
 - Craft Fair 2023 and supporting tables at the event
 - Rock the Library
 - We Love the Library- Mystery book sale, and valentines kids activity
 - Fundraising Letters
 - Holiday Cookie Tins
 - Amazon Smile
 - Stuff a Bag
 - Teen Art Show (Teen Board run but supported by the Friends' Group)
- Current Fundraising updates (through 2022)
 - Donation Requests
 - Maria and Ann met to discuss donation distribution
 - Letters to go out ASAP for 70 plus letters
 - Bigger mailing will be for the Friend's Group to go out before Giving Tuesday
 - Christmas Gift Wrapping Party
 - Carnival Involvement
 - Craft Fair
 - Township Outreach Updates
 - Security proposal with Caernarvon Township, also contacts with West Nantmeal, Robeson
 - Preparing to ask Caernarvon to raise their contributions. Ann is working on approaching them on this.

New Business

- Little Green Light- Program for Small Nonprofits
 - Free two month trial (usually \$60 a month)

- December/January Breakfast or Brunch with the staff and the board of directors

Close

- Kinicki motions to close the meeting. Motion was seconded by Kate. The meeting was officially closed at 8:00 PM.
- Next Meeting: 6:00pm, November 28, 2022 at the Village Library

Library Mission statement:

The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success.