



April 20, 2020

A meeting of the Board of Directors of the Reading Public Library commenced virtually at 4:30 PM using ZOOM, an online meeting platform, Renee Dietrich, president, presiding.

Present: Dennis Skayhan, Zelda Yoder, Paul Hoh, Sherry Cameron, Alan Carman, Keith Mooney, Nancy Campbell, Renee Dietrich, Chris Phillips, Alba Fernandez, Alfonso Pena, Michel Micozzi, Salvadore Sepulveda, Tamara Smith, Bronwen Gamble, Vicky Fuller and Linda Capozello.

Absent:

Guests: Ken Haupt, Library Investments Advisor, Stephanie Williams, District Consultant. Amy Resh, BCPL Administrator, Emily McNulty, SE Branch Manager, Betty Oneil, NE Branch Manager.

Public Comment: None

Minutes: Motion to approve the March minutes by Keith Mooney, seconded Alan Carman. Approved.

Treasurers Report: Alan Carman reviewed the report. Motion to accept the March Treasurer's report by Paul Hoh, seconded by Alfonso Pena. Accepted.

Director's Report: Stephanie Williams, District Consultant reported on her activities for the month. Ten county libraries applied for and received funding through the Berks Community Action Fund (BCCF). She has been in contact with the State and Pennsylvania Library Association regarding the phase in approach for public libraries and is working closely with Bronwen and Amy Resh while reviewing Best Practices to develop a plan for the phase in of our opening and what steps need to be taken or completed first. Bronwen reported that Assistant Director Jennifer Bressler has the library 3D printer that was purchased with Orphans of Oddfellows grant income, at her home. She has been printing the headbands for PPE masks. We have made 95 headbands that will be donated. It was determined with the Executive Committee to furlough 32 library staff employees effective April 16th since we are closed until further notice. We have been adding content to our digital platforms and have notified area residents through social media as well as information about applying for eCards. Discussions have occurred about the possibility of installing plexiglass at service desks as a safety precaution when we open to the public.

Library Services: No Report.

Facilities: Michel Micozzi reported that the mold remediation in the library administration offices has started. Tile floors have been installed in various rooms already. On Monday, Public Works will begin the flooring install in Bronwen's office, the computer lab. DeCarlos Custom Cabinetry is submitting a proposal for the new workstation in Administration since the other one was damaged due to water and mold. New HVAC.

Finance: Ken Haupt reported on our investments. Overall our investment strategy has successfully navigated market volatility over the last decade and we have been doing well until now with the current COVID situation. Cash is available if needed for the next six months while the market rebounds. Ken expects to make changes to help rebuild our portfolio over the next 20-60 days as the market recovers. Based on opinions, markets still expect to end slightly higher this year.

Alan Carman reported that the Finance Committee has been working with the Personnel Committee regarding health insurance premiums within the 2020 budget.

Personnel: Dennis Skayhan gave an overall summary of the employee benefits noting that some full-time employees received benefits, while other employees working full-time hours did not. Measures have been taken to recognize those employees by adding them to our health insurance as well. The attached Health Care Resolution was drafted by attorneys at Stevens and Lee and emailed to the board for review prior to the meeting. Motion to adopt the resolution was made by Paul Hoh and seconded by Nancy Campbell. Approved.

Nancy Campbell mentioned that currently no employee contributions were made under the new plan (other than 100% currently for spouses) and proposed a 2% of employee salary contribution, a 30% contribution towards dependent premiums, and continue 100% for spouse premiums. She mentioned that with the salaries in the ranges of \$30,000 – 65,000 for staff that the average employee deduction would only be \$42 for their premium, and that city personnel contribute 5% of their salary for their benefits. Sherry Cameron asked for additional explanation of the breakdown.

Alan Carman made the motion to accept the 2% salary, 30% dependent and 100% spouse employee contribution towards health care and additionally that these percentages should be reviewed annually and the percentages could change annually. Seconded by Salvadore Sepulveda. Approved.

Advancement: Nancy Campbell reported on that Kimberly Servello is working with Kutztown University Marketing students on a new brochure design. We are continuing to promote our digital content on social media. Cocktails and Classics proceeds were reviewed. Linda Capozello reported that the PAGES newsletter have been mailed. Vicky Fuller reported that she had already received \$425 in patron donations from envelopes included in that mailing.

Strategic Planning: No report

Unfinished Business: None

New Business: None

Zelda Yoder presented the trivia question. What is currently the most downloaded item on Overdrive?
Answer: Funny, You Don't Look Autistic: A Comedian's Guide to Life on the Spectrum by Michael McCreary.

Motion to adjourn was made by Chris Phillips and seconded by Alan Carman. Approved.

Respectfully submitted as drafted by Vicky Fuller,


Sherry Cameron
Board Secretary