

September 19, 2022

A meeting of the Board of Directors of the Reading Public Library commenced at 4:30 PM, Dennis Skayhan, President, presiding.

Present: Dennis Skayhan, Michel Micozzi, Renee Dietrich, Alan Carman, Alfonso Pena, Nancy Campbell, Zelda Yoder, Patricia Bell, Sherry Cameron, Alba Fernandez, Ramona Turpin Turner, Melissa Adams and Vicky Fuller.

Absent: Keith Mooney, Salvadore Sepulveda, Scott Lindsey, Chris Phillips. Excused.

Guests: Ken Haupt, Nick Bieber, Marissa Guidara and Becky Wanamaker.

Public Comment: None

Minutes: Motion to approve the June 2022 minutes was made by Alan Carman, seconded by Renee Dietrich. Approved.

Treasurers Report: On behalf of Chris Phillips, Alan Carman reported on the financials for June, July and August. We are under budget by \$6,000. He reviewed income and expenses. Investments are down but we are hopeful for a strong 4th quarter. At this time, we should not need to transfer any monies from investments through the end of the year.

Director's Report: Melissa Adams reported on the HVAC system. Work has started, duct repairs are underway. There is an expected arrival of February for the remaining parts. Lead paint was discovered in the areas where they will be working and this will delay things until remediation can occur. The main library should be okay for heat, but the project will not be completed until late winter. The City ARPA funds were approved for 3 of 4 projects. Funds to digitize the PA Room, expanded outdoor Wi-Fi and enhance virtual programming were received on Friday. Summer @ RPL ran from June 13 until August 13. We held 318 programs with 4022 in attendance and provided 456 take home activities. New planters were installed at Northwest to prevent people driving over the grass and sidewalk. Staff are planning to plant perennials to minimize gardening while leaving some for gardening programs. The library hosted 13 interns from the Mayor's Teen Workforce pilot program over the summer. Several expressed interest in working at the library beyond the program. We did extend an offer to one teen but ultimately it wasn't accepted due to a scheduling conflict. Candid, The Foundation Center Database subscription, will not be renewed due to low usage. The Reading Eagle reported on the BCPL Fine Free proposal. We are waiting on a letter to show the contents of what will be included. We received a quote from Burkey for the glass replacement and curtain for the Makerspace project. Public Works will replace the flooring and paint the room. Once all the repairs are completed, the remaining Celebrity Bartender funds will be used to purchase furniture to finish the room.

Becky Wanamaker provided the District report prior to the meeting. They have an updated method for tracking all the services provided by RPL staff to the district libraries and those activities will be included in the monthly district report. There was an increase in state funding for public library subsidy this year so the district agreement budget has been updated. We will see an increase of a little over \$50,000 which will be used towards a much needed district wide email migration as a top priority, led by Mike Najarian. Becky has also relaunched a New Director / Mentorship program where each new director will be matched with an experience director within the district who will serve as a mentor and additional go-to for support.

Marissa Guidara reported a collaborative event on book censorship was held with author Amy Sarig King on September 7th. Over 150 attended.

Library Services: Zelda Yoder reported that the committee met on August 2nd and discussed the Library of Things policy. A copy was provided to the board prior to the meeting.

Zelda Yoder made the motion to approve the Library of Things policy, including the waiver. Seconded by Ramona Turner Turpin. Approved.

The next meeting is scheduled for September 29th. They will review library policies.

Facilities: Michel Micozzi reported that Dr. Marcus agreed to support building a meeting room at the Northeast Branch. A meeting is scheduled to review plans at Northeast. LED lighting at the branches is currently included in the city's Capital Improvement budget 2023.

Finance: Nick Bieber, our auditor from Herbein + Company, reported on the 2021 audit his team conducted on the library financials. He stated that the audit was considered a clean audit with the highest rating that can be given. He reviewed the audit with the board and answered questions. When asked by Renee Dietrich for a management letter he stated there wasn't one as there were no deficiencies or recommendations for the library.

Motion to approve the 2021 audit was made by Alan Carman and seconded by Zelda Yoder. Approved.

Ken Haupt, our investment advisor from JMS, gave a summary of our investments. A handout was provided during the meeting. A sustainable withdraw rate is 3.5%. However, the library is currently at 6%. Our account is aggressively managed. He expects the market to bounce back by year end.

Personnel: Dennis Skayhan, in Keith Mooney's absence, requested Melissa Adams give a review of the changes to the Personnel Policy. City employees that are union, and full time professional library paid employees have vacation and sick time outlined in the addendum. PTO for library staff was clarified, the addition of sick days for library staff beginning January 2023 was added, paid holiday hours was clearly defined, the work week definition was corrected and the cell phone usage policy was revised.

Motion to approve the Personnel Policy was made by Alan Carman and seconded by Patricia Bell. Approved.

Renee Dietrich asked about the goals for Melissa Adams. Dennis Skayhan said that they have reviewed the tools to utilize goal tracking for her annual evaluation and they would be implemented in 2023.

Strategic Planning: Alfonso Pena provided a report to the board prior to the meeting. Melissa pointed out the need for measurable goals as well as defining key concepts such as how to quantify, how to measure, how to capture demographic information. The next meeting will be via zoom on November 17th at 9 AM.

Advancement: Nancy Campbell reported that the Wyomissing Foundation had sponsored the SOP and Outreach positions for six years. The Cameron-Shrier Foundation has agreed to support the library youth services payroll with \$85,000 a year for 2 years. We would like to thank Sherry Cameron, and her daughter and son in law for their support. Cocktails and Classics is on Friday, September 30th. We have \$83,000 in sponsorships to date and have sold 105 tickets of our 150 goal. Sponsors receive tickets and usually about 60% attend. The Fund in Need will support a pilot program to loan hot spots to patrons. Our goal is \$20,000 for 50 hot spots. A video is being produced to show at the event. Dr. Marcus gifted \$95,000 for the Northeast meeting Room.

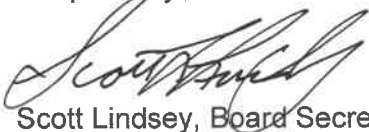
Unfinished Business: None

New Business: Zelda Yoder inquired about reviewing banking providers for the library. Alan Carman responded that the Finance Committee would be reviewing the topic in 2023. Alan Carman also said that the Finance and Personnel committee will schedule a meeting to discuss Mike Najarian's replacement for the Assistant Library Director / IT Administrator position. Mike Najarian has stated he will work with the new person and will be available after he leaves the position. Ramona Turner Turpin stated she will be unavailable for the next board meeting on October 17th.

Zelda Yoder's trivia question: What percentage of the library's collection is written in Spanish? Answer 1.95%

Motion to adjourn was made by Alfonso Pena and seconded by Renee Dietrich. Adjourned.

Respectfully submitted as drafted by Vicky Fuller,


Scott Lindsey, Board Secretary