

September 18, 2023

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

Present: Alan Carman, Chris Phillips, Nancy Campbell, Renee Dietrich (via Zoom), Salvadore Sepulveda, Michel Micozzi, Kaitlin Daley, Julia, Becker, Keith Mooney, Ramona Turner Turpin, Zelda Yoder, Melissa Adams and Vicky Fuller.

Absent: Felix Pena, Sherry Cameron. Excused.

Guests: Marissa Guidara and Becky Wanamaker

Public Comment: None

Minutes: Motion to approve the June 2023 minutes was made by Salvadore Sepulveda, seconded by Julia Becker. Approved.

Treasurers Report: Chris Phillips reported that we transferred a total of \$127,000 from our investment account during June and July and then returned the funds after receiving quarterly income distributions. Currently our budget is on track and are waiting for the state to release District funds. Motion to accept the 2023 Treasurer's Reports for June, July and August was made by Kaitlin Daley and seconded by Zelda Yoder. Accepted.

Director's Report: Melissa Adams reported that we have officially began accepting passports and have processed 15 so far. The staff have started the annual policy review. A new roof and circulation desk are being installed at the Northwest Branch via CDBG funds. The HVAC project is underway with the lead paint removal occurring before the end of September. This will allow the installation of two air handlers and work to balance the airflow. Staff Development Day is this Wednesday. Staff will be visiting the Free Library of Philadelphia and then to the Anethaeum of Philadelphia. Linda Capozello has resigned and will be leaving us in November. Melissa is working on revising the job description and hopes to have something out to solicit applicants within the week. Jackie Galton has filled the remaining Librarian II position and will officially start December 1 since she has to relocate from New Jersey. Emily McNulty has filled the Assistant Director position and will officially start on October 1. Instead of hiring a new branch manager at Southeast to replace Emily, we will be reconfiguring the branch management to have one manager oversee Northeast and Northwest, and one for Southeast and Senior Outreach. Melissa plans to reduce Northwest's hours to Monday, Wednesday, Thursday 12-5:30 and Tuesday 1:30-7. Combining these two actions will save approximately \$35,000 a year. Instead of advertising for a branch manager, we will be posting a part time library assistant to work at Northwest.

District Services provided a report summarizing services and support for June, July and August. Marissa Guidara mentioned the partnership with Berks Nature is highly successful with 60 patrons having visited. She organized the finale of the summer's pages for Pets Program in partnership with the Animal Rescue League. Currently Marissa is working on a pilot program with BCIU's early intervention program. Becky Wanamaker has been assisting with new Library Director transitions. Of the several libraries seeking new directors, all but two vacancies have been filled. She will be hosting a new director co-hort this fall. At this time, there is no movement from the State on the District funding we are waiting on. Renee Dietrich mentioned Trustee Talk, which is not an open conversation portal, and asked what can the county provide to facilitate discussions between trustees. Becky mentioned that there is a trustee list serve email distribution list but it is in the process of being rebuilt so that it can be used among all trustees. Becky also coordinated communications and requirements, as well as created detailed instructions for all of our libraries to complete the new State Aid mandated process, with the purpose of verifying that the libraries are meeting required standards for state funding.

Library Services: No Report. Next meeting will be Monday, September 25. Location TBD.

Facilities: No meetings were held over the summer. Michel Micozzi is trying to meet with Amy Johnson from the Historic Architectural Review Board (HARB) regarding the cameras mounted on the Main Library exterior. Keith suggested there might be a request form that after 30 days of no response the request is automatically approved. Michel will look into this.

Finance: Chris Phillips stated the committee met today prior to the board meeting. A draft of the audit was submitted last week to the board. The financial statements were reviewed and fairly presented. Motion to approve the 2022 audit was made by Renee Dietrich and seconded by Keith Mooney.

The RFP for Banking Services is completed. The committee met several times over the summer. Two proposals were received. Truist and Tompkins Vist. Five areas of additional information was requested and both banks presented in person. Each committee member reviewed the proposals and gave a score among several determined service points. Truist had the highest overall score. After additional discussion, the committee voted 5 to 2 in favor of remaining at Truist. Renee Dietrich made the motion to the board to remain with Truist. Several members discussed Tompkins Bank's emphasis on serving the community and the extent to which they are already partnering with RPL. Nancy Campbell mentioned that although Truist and Tompkins had very similar attributes, she felt that Tompkins would be a better partner and suggested that their fee structure would be more beneficial and handed out examples to the board. Although both banks offered interest-bearing accounts, the interest is based on an average daily balance. The original example was on a daily balance of over \$300,000 yielding a high amount of interest. However, Chris Phillips pointed out that currently the average daily balance fluctuates and currently has been under \$100,000 the last several months. Members of the Banking RFP committee stated that the board should trust the process that has spanned over several months and vote in favor with the Finance Committee's recommendation. Salvador Sepulveda seconded the motion. Alan Carman took a roll call vote. Seven Trustees were in favor, four against. The motion was approved to stay with Truist.

Strategic Planning: No report.

Advancement: Nancy Campbell summarized the grants received to date as reported and mentioned grants that are being written as well as additional EITC funds expected by year-end. Cocktails and Classics is in two weeks and the committee reached their goal of \$100,000 in sponsorships.

Personnel: Keith Mooney stated that the committee met last month to discuss changes to the Personnel Policy to include adding a section covering workplace violence as well as clarifying vacation use. The committee also worked to rectify the differences in the evaluations used for staff. Motion to accept the Personnel policy was made by Keith Mooney and seconded by Ramona Turner Turpin. Approved.

Unfinished Business: None

New Business: None

Trivia by Zelda: Which state enacted legislation to effectively ban book banning? Bonus points for the governor's name that signed it.

Gov. JB Pritzker signed the bill making Illinois the first state to outlaw book bans and adopt the ALA Library Bill of Rights.

It was determined that the Executive Session listed on the Agenda was no longer needed.

Motion to adjourn was made by Keith Mooney and seconded by Chris Phillips. Approved.

Respectfully submitted as drafted by Vicky Fuller,

Zelda Yoder
Secretary

