



November 20, 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, Salvadore Sepulveda, Michel Micozzi, Kaitlin Daley, Ramona Turner Turpin, Sherry Cameron, Zelda Yoder, Anthony Orozco, Julia Becker (via Zoom) Melissa Adams and Vicky Fuller.

Absent: Keith Mooney, Felix Pena. Excused.

Guests: Marissa Guidara, Becky Wanamaker, Stephanie Williams, Linda Capozello and Anthony Orozco.

Public Comment: Renee Dietrich introduced Anthony Orozco as our new city appointed board member.

Minutes: Motion to approve the October minutes by Renee Dietrich and seconded by Kaitlin Daley. Approved.

Treasurers Report: Chris Phillips presented the Treasurer's Report and stated that Investments were down last month. Motion to accept the October Treasurer's Report was made by Renee Dietrich and seconded by Ramona Turner Turpin. Accepted.

Director's Report: Melissa Adams reported that the new roof is completed at the Northwest Branch and the Circulation Desk is currently being installed. The HVAC project at Main is almost completed. It should be finished by the week after Thanksgiving, with the exception of hooking up the gas line for the generator, as that has to be done in conjunction with Shuman's project next door. The StoryWalk Project kicked off yesterday, November 19. We had a small turnout but it was a nice event and the kind of project the community will enjoy for many months to come. We are starting to advertise for the upcoming Spark ILS migration. Staff will be handing out bookmarks to patrons starting today to help prepare the community for the catalog freeze that will occur in February. We will be able to check out material to patrons, but not update the catalog or check items in. We also will not be able to search for accounts via other means, so library cards will be required.

Becky Wanamaker spoke about the New Director Cohort/Mentorship program. She initiated mentorship connections and discussion prompts for 4 new and 4 veteran directors currently participating in the program. District funding and state aid for the fiscal year 23/24 is still in limbo. There will be a meeting over 3 days in December with the hopes that the funding can be released. If not, the next meeting will be January 24.

Marissa Guidara mentioned that the Library Day event at the Reading Science Center was attended by 75 patrons and 6 youth services librarians from across the district.

Library Services: Zelda Yoder mentioned that the committee met on September 25 and reviewed the policies. Edits were emailed on November 8th. Motion to approve the revised policies was made by Zelda Yoder and seconded by Chris Phillips. Approved. Motion to affirm the current policies as unchanged was made by Zelda Yoder and seconded by Kaitlin Daley. Approved.

Facilities: Michel Micozzi met with Amy Johnson from HARB who approved the use of a security camera over the front door of the Main Library. Public Works will install the camera.

Finance: The committee met prior to the board meeting. Chris Phillips explained the cash flow issue caused by the delay in District funding by the state. Chris discussed drawing money from Investments to cover expenses until the District funds are released. Motion to approve the transfer of \$300,000 from the investment account to the Library operating account if the library does not received the District funding from the state by December 13, with the understanding that the funds will be transferred back to the investment account upon receipt of the District funds. Seconded by Nancy Campbell. Approved.

Personnel: No Report.

Strategic Planning: No report.

Advancement: Nancy Campbell mentioned the funds expected from grants between now and though the first quarter of 2024. Cocktails and Classics is scheduled for September 27, 2024. The committee has had several meetings and discussions with members from BCCF, in regards to establishing an endowment through their Foundation. Linda Capozello further explained how the endowment would be funded by members in the community. Patrons could contribute to various restricted accounts based on areas of need by RPL. Melissa gave the details on the four possible areas of need to include Facilities/Technology Innovation, Community Services and Resources for Youth and Beyond, Enrichment and Benefits for Quality Employees, Fund the Future of the Library (Unrestricted). The startup requires \$50,000. Recently the Snyder Trust that was held by an outside firm was dissolved and the \$42,000 in proceeds were deposited into our investment account. We could use the Snyder funds but would still need an additional \$8,000. Motion was made by Nancy Campbell to establish a permanent endowment through BCCF and seconded by Renee Dietrich. Approved. Ramona Turner Turpin abstained from the vote, as she is a trustee on the BCCF board.

Renee recognized Linda Capozello for her dedication to RPL and the millions raised during her tenure. Nancy spoke of her grace, professionalism and the new level of fundraising she brought to RPL. The book, *Nonprofit Hero: Five Easy Steps to Successful Board Fundraising* by Valerie Jones, was dedicated in her honor and added to our collection.

Unfinished Business: Nancy made the motion to have the minutes reflect trustees that attend in person and by zoom. Seconded by Zelda Yoder. Approved.

Melissa Adams handed out the board meeting dates for 2024 as well as the Holiday Closures for RPL. Motion was made by Anthony Orozoco to approve the 2024 meeting dates including moving the January and February meeting dates to the 4th Monday due to conflict with holidays. Seconded by Zelda Yoder. Approved.

New Business: The ICA Agreement with the county has been finalized. Both Melissa Adams and Stephanie Williams worked together to finalize the budget. Renee Dietrich made the motion to approve Melissa Adams to sign the ICA agreement. Seconded by Kaitlin Daley. Approved.

Melissa Adams received a request from a patron to remove an item from our collection. We are required to have two trustees in addition to library staff to review and discuss the materials before making a recommendation to the board. Zelda Yoder and Sherry Cameron agreed to review the material along with library staff Melissa Adams, Emily McNulty and Nathaniel Thomas.

Renee Dietrich has put in a request to increase funding by the City for \$5 per capita. This would increase the city funding to the library by \$90,000.

Ramona Turner Turpin mentioned that she attended the event at Berks Literacy Council that Cid Espinal spoke regarding digital literacy. Cid Espinal is the Digital Literacy Instructor for RPL, which is funded through an ARPA grant. She stated that he was outstanding, has such a great spirit, he is very calming and an excellent speaker. A person in the class is a recipient of the services he provides and said he is outstanding.

Trivia by Zelda: McAllen Public Library in Texas is the largest single story library in the United States at 123,000 square feet. What was the library rebuilt/restored from? Answer: A former Walmart.

Motion to adjourn was made by Ramona Turner Turpin and Chris Phillips. Adjourned.

Respectfully submitted as drafted by Vicky Fuller,

Zelda Yoder
Secretary

