

Barrett Paradise Friendly Library
Board of Trustees Meeting
Minutes of January 24, 2022, held via zoom/ in person hybrid

In Attendance: Lisa Flanagan, President; Diane Conklin, Vice President; Deb Boyle, Treasurer; Cindy Cook, Secretary. Trustees: Brette Fulton, Richard Leist, Julie Niering, Linda Potter, Darryl Speicher, Michael Stein, Julie Wynne. Mary Ann Lewis, Library Director

Meeting called to order at 5:30pm by Lisa Flanagan.

The Board members introduced themselves.

November 2021 minutes read and discussed (no meeting held in Dec.) Linda Potter added that she spoke to Milan Kofol about being considered for future opportunities of serving on the Board. Would also like it noted that the Lansdale Library is considering installing electric car charging stations but they have not installed them as of yet. Deb Boyle made a motion to approve the minutes with the above changes, Brette Fulton second, all were in favor. Darryl, Michael, Julie, & Richard all abstained as they were not in attendance at the November meeting.

Treasurer's Report- Deb Boyle reviewed the balance sheet from December 2021 and explained its general purpose. She also reviewed the grant information. She explained what our fixed assets were and the building depreciation. We reviewed our market securities. Our total assets increased \$100,000 in a year. Our total liabilities decreased significantly due to the PPP loan forgiveness. She stated that our net assets are just a bit over \$2,000,000 which is impressive for a small community. Our individual/business contributions equal about \$80,000 with \$42,000 donated from the Tattersall Medical Center disbursement. Our fundraising is fairly stable and our gross profit was \$103,000 more than budget. Expenses in almost every category came in at or below budget. Our payroll expenses were lower because the last payroll in December was not included in this report. We also budgeted for a full staff but did not have a full staff. The net income bottom line was \$160,000. Deb Boyle stated good job on managing the budget. Cindy Cook made a motion to file Treasurer's Report for audit.

Library Director's Report- We are receiving just over \$24,000 in state aid and it should come in by the end of January. Our policy is expenses over \$1000.00 need two signatures for payment. Our health insurance expense is over \$1100 per month. Mary Ann would like to have this approved as a regular expense so we can pay electronically through the bank each month without two signatures. Diane Conklin made a motion to approve payment each month for the health insurance expense without requiring two signatures. Julie Wynne second, all were in favor. Discussion took place about any other regular monthly bills that are over \$1000.00 Mary Ann believes the only other bill is PPL; she is going to check.

Library use has been typical for this time of the year. Volunteer hours are still not back to normal due to covid. Mary Ann stated that she and her staff greatly appreciated the end of year bonus and the pay increases.

Circulation and program numbers were up for the year because the prior year was greatly affected by covid. Numbers are still considerably lower than pre-pandemic. Virtual and To-Go Programs are going well and number of participants is good.

Building Report- RJ Groner should be coming soon for the Geo Thermal unit replacement. A&E glass will replace both windows as soon as the window pane comes in. We needed to find a new water testing company as our previous one has lost their license. A tech will be coming out in February as opposed to Mary Ann having to deliver the water sample to Brodheadsville. Weiler Company is doing a great job taking care of our snow removal and salting, but Mary Ann is looking for some people who may be interested in shoveling to have on reserve if needed.

Fundraising- Friends letter has received \$17,066 in donations. The basket raffle brought in \$3,100 in profit.

Grants- Searchable History digitalization project (Buck Hill, Barrett Township, and Paradise Township collections) continues. Dave, our consultant, is scanning items from his home and hopefully in the coming months we will have an archival librarian on staff.

The Hommer Foundation will recommend approving our full \$25,000 grant request to their board. The final decision will be made in May. The Monroe County Bar Foundation grant of \$1800.00 was received and Chelsea will be heading up the permanent story walk installation at Ice Lake preserve.

New Business- Morgan Stanley and ESSA Bank accounts must have signature cards updated due to change in Board officers. Cindy Cook made a motion to keep Mary Ann Lewis and Lisa Flanagan on both accounts as signers, add Deb Boyle as a signer on both accounts, and remove Diane Conklin as a signer on both accounts. Brette Fulton second, all were in favor, with Deb Boyle abstaining. Mary Ann e-mailed conflict of interest statements to the Trustees and will need them returned asap. She also updated the Trustee contact list and asked everyone to check their information and notify her if any changes need to be made.

Electric car charging discussion took place. Linda will do further research and keep us up to date on what such a project might involve and any funding that may be available.

Old Business-The integrated library system is being updated from Millennium to SPARK. The system is used to run and manage library services. It is what is used to check out materials and gather some statistics. We have been using the old system since 2010 and piggybacked off of Western Pocono Community Library who were the system administrators. SPARK is partially subsidized by the state and is considerably less expensive than the old system. It will also eventually connect all the libraries in Monroe County for sharing resources. Training is going very well. The library was closed on Jan. 5 so all staff could receive basic training. Chelsea and Mary Ann are going through all the training modules, all other staff is going through the training programs that they will need for their job duties. There are currently test sites set up for staff to practice. Mary Ann is going to be meeting with the other library directors this week. Clymer, Pocono Mountain, and Eastern Monroe Public Library are already on the system. There are many perks with the new system such as email or text notifications, & the online catalog is much more pleasing to the eye.

Mary Ann is also looking into changing some borrowing and circulation procedures to make them more user friendly.

Website Progress- Minor updates and improvements have taken place. More changes will take place once SPARK transition is complete.

COVID 19 update- There have been a few more concerns since the transmission rate in the county has been so high but we are maintaining the same practices of masking, social distancing, and hand washing that have been in place. There are now KN95 masks on hand for staff. Barrett Township also supplied us with a large quantify of sanitizing wipes.

Next Steps-

Conflict of interest forms returned to Mary Ann asap.

Lisa also asked Mary Ann to keep the Trustees posted on how we may be able to help with the SPARK conversion.

Motion to adjourn the meeting at 7:09pm by Deb Boyle, second by Julie Niering.

Next Meeting: February 28, 2022 at 5:30 pm.