

FREE LIBRARY OF NORTHAMPTON TOWNSHIP

Board of Directors Meeting

December 08, 2022

Members Present: Eleanora Rosso, Wayne Lahr, Charlene DiSarlo, Janet Braker, Florence Eagan, Michael May, Chip Heim, Charles Beem, and guests, Jessica Freundel and Susan Elko

Minutes

The meeting was called to order at 7:00 p.m.

- I. Call to Order – The Board President called the meeting to order while welcoming the members in attendance.
- II. Approval of the November 10, 2022, Meeting Minutes
Motion: To approve the November 10, 2022, Meeting Minutes
Discussion: Nothing further.
Action: Unanimous approval.
- III. Strategic Plan
Recap Retreat – Janet sent the members the pictures of the flip chart graphics produced during the retreat. The conversation shifted to the most memorable part of the retreat, as recognized for the enthusiasm of the participation of the members. The emphasis upon community involvement was also recognized. The outcome of the accomplishments of the retreat was positive. The staff felt the environment offered a great spirit of collaboration. Cathi was recognized for the quality of her skills in leading the meeting. The positive aspect of bringing in the township departments for the discussion was appreciated. The CBS morning segment regarding the library of the future was very impressive in kicking off the event. The gift of collaboration was recognized. A marketing shortfall was a surprising outcome of the discussions. A communications director for the township is recommended to communicate more successfully. The hunger to be together to collaborate was a positive outcome. The participation of the two Township Supervisors was helpful in hearing the discussion.
Determine Next Steps – The functional aspects of the Strategic Plan were discussed considering the positive support of the community and patrons. Community, Collaboration, Connections, Communications were the four themes that emerged from the retreat. Two or three objectives for each of the pillars, and measurements, were noted. The Mission and Vision statements are used for guidance. Spending decisions and priorities are part of the exercise of the values of the Mission and Vision statements. The growth of the educational experience should be noted. Connection and the use of space was acknowledged. Cathi offered the plan for a Lehigh Valley library. The Strategic Plan could be offered in a spreadsheet. The Steering Committee has fulfilled the process given the charges of its creation. The

plan should be offered in March with the completion in April. The January 05, 2023, meeting of the Steering Committee is scheduled to be held at 6:30 pm. February, March meetings will occur. Multiple meetings with the staff to share the work was considered necessary. A day staff and evening staff meeting could be scheduled to offer an update on the plan. Debrief the staff on the progress of the planning sessions.

The draft Mission and Vision statements were reviewed with suggestions made to make minor modifications. The statements will be reviewed in January with the suggestion that other libraries' Mission and Vision statements be reviewed prior to the meeting. The finalization of the statements will occur in January. Discussion of the prize for the survey participation was noted as the Tavern on the Ten gift certificate of \$25 dollars.

IV. Library Director's Report

Programming – The Library Director acknowledged the Saturday, December 10, 2022, (11:00 am to 2:00 pm), Modern Fossil Artists Reception. The Artist of the Month is David P. Horowitz and Judith Marchand, Modern Fossils.

Finances – The draft of the 2023 Library Budget shared by the Library Director last meeting is expected to receive final approval from the Northampton Township Board of Supervisors at the December 14, 2022 meeting.

Organizational Management – The Strategic Plan Retreat was held on Saturday, November 19, 2022 at the library. Participants included Cathi Alloway, the District-hired consultant, as well as all current Library Board members (and the Strategic Plan Steering Committee members), representatives from the Senior Center, the Parks & Recreation Department, two of the Northampton Township Supervisors, members of the library staff and a resident/patron. A presentation on the "State of the Library" was offered by the Library Director.

The Library Director has begun creating a Microsoft Teams page for the library staff to use for sharing documents that need access by multiple staff members. Training is being offered to the staff. A Library Board channel to host the items necessary for Board members is being created to facilitate remote access.

A new cash register is being secured and will be accompanied with staff training.

The approved changes in the Library Board By-Laws have been submitted to the Northampton Township Administration to be added to the agenda of an upcoming Northampton Township Board of Supervisors meeting for approval.

The new FLNT Circulation Policy is progressing as already approved by the Board of Directors of the Bucks County Free Library. The policy will be presented to the FLNT Library Board for approval as well. This is a policy that is used County-wide since all libraries share the same Integrated Library System (ILS).

Collection – The staff continues to order new materials and replace materials that are deemed worthy of keeping in the collection but aren't in good physical condition. The children's section has been receiving a major overhaul.

Outreach – Nothing to report this month.

Technology – The only remaining items to be sold are the Dell All-in-Ones that were replaced in the Computer Classroom in January.

Facility – Nothing to report.

Fundraising – Thrift Books: YTD - \$330+, Proctoring: YTD - \$2000+, 2022 Day of Giving, (November 29-30, 2022) - \$3,773, and the 2022 Annual Appeal - \$10,278, to date.

Endowment – On behalf of E. Vivian Burton, (an original Library Board member), her son, Scott and family members have donated a small endowment to the library specifically for the purchase of two children’s Award-winning picture books annually. The formalized agreement will occur before the end of the month. A new donor is expected to meet with the Library Director.

Leadership and Professional Development – The Veteran’s Day ceremony was well received with 90 attending. The first step in collaboration with Parks and Recs includes ‘Story Time’ events scheduled several times.

Kiosk use can be used on check outs and renewals. Kiosk use is increasing nearly double. Self-renewal numbers are increasing. Staffing - Linda is retiring. Kathleen Loudon is joining the library. The redistribution of tasks with staff will occur when she comes on board in January. Sarah Fetzer has taken a new position outside the library. Her position will be filled due to her work as the Northampton Township Archivist. Janet and Eleanora will meet with the staff to update the strategic plan. Board member participation is important. Scott, of Richboro Coffee, wants to renew his service. This could foster community connections. Limited hours were noted in offering the service. A history and description of the service was offered. It was noted that this could have minimal impact on the library. The suggestion was offered to take Scott on a tour of the library to better understand the function of the service. Changes in the location could occur because of the Planning. The spirit of bringing the people together was an initial part of offering this to the patrons. There is no downside to allowing him to re-start the service. Coupons on Bookmarks could be offered to library patrons.

V. 2023 Calendar

Library Closing Days –

Motion: To approve the 2023 proposed Calendar

Discussion: The discussion included Mother’s Day closing as concern was voiced regarding the need to keep the library open to serve the community. Staff morale was considered an important issue in allowing the library to be closed.

Action: 5 voting in favor, 0 abstentions, and 1 against.

Board of Directors Meetings –

Motion: To approve the 2023 Calendar of the Board of Directors Meetings.

Discussion: Nothing further.

Action: 6 voting in favor, 0 abstentions, and 0 against.

VI. Friends of the Library Report – The current balance in the account is: \$23,973.71 as a non-profit. Participation in the retreat was found to be valuable. Volunteers for

the bookstore are needed. The problem is engaging membership. A twenty-dollar annual membership is all that is necessary to encourage membership. The question was asked if the Friends group had considered rules for membership should be changed to require member participation and whether adding social events might promote member engagement. Lack of awareness of members meetings might also be a problem. The deployment of the Strategic Plan could galvanize membership engagement. Opportunities exist to establish outreach committees as a first step. When they receive the Museum Passes, members could also receive a printed promoting participation.

- VII. Northampton Township Supervisor's Liaison Report – No report.
- VIII. Develop a Slate of Candidates for 2023 Officer Positions – The candidates' positions, and the time commitments, were briefly described. The President attends library events, meets with Township management occasionally and meets with Library Director once a month. The President sets the direction for Library Board. The Vice-President requires little time commitment besides convening the Library Board meetings in the absence of the President. The Treasurer is also the fundraising chair. Financials are managed by the Township and fundraising efforts will likely depend on the outcome of the Strategic Plan. The Secretary records the Library Board meeting minutes. The following slate of candidates was proposed: Chip Heim for President, Janet Braker for Vice-President, Charlene DiSarlo for Treasurer, and for Secretary. Michael May.
- IX. Public Comment: Written comments or any questions from the public may be emailed to publiccomment@nhtwp.org prior to the meeting. Jessica Freundel attended the meeting as a member of the Public.
- X. For the Good of the Order/Miscellaneous – Acknowledgement of the consistency of Jessica's meeting attendance was recognized.
- XI. Adjournment

The meeting was officially adjourned at 8:42 p.m. by a unanimous voice vote.

The next Free Library of Northampton Township Board of Directors meeting is scheduled to held Thursday, January 12, 2023, at 7:00 p.m.

Respectfully submitted,

Dr. Charles W. Beem

Free Library of Northampton Township Board of Directors Recording Secretary