



## **Free Library of Northampton Township**

### **Library Board Meeting**

**February 9, 2023**

**Board Members Present:** Chip Heim (President), Janet Baker (Vice Present), Michael May (Secretary), Charlene DiSarlo (Treasurer), Eleanora Rosso, Charles Beem, and Jessica Freundel

**Staff Present:** Wayne Lahr (Library Director)

**Citizens Present:** None

#### **Call to Order**

Chip called the meeting to order at 7:00 PM.

#### **Approval of January Minutes**

The Board approved the January 2023 Meeting Minutes unanimously.

#### **Library Director's Report**

- Door Counter has been repaired.
- Marvin May, library donor, gifted \$25,000+ which will be put towards costs associated with the final Strategic Plan.
- Director met representative of StackMap about designing an electronic map of the library
- Director met with representative of Assabet, a company that provides an online museum pass reservation system.
- The library staff is adding new museum passes to the collection and a new list will be available shortly.
- Michelle, Youth Services Librarian, created a Valentine-themed Escape Room and offered three sessions last week. All three events were filled and a waiting list existed. Additional escape room events will be planned for the future.
- Reference staff met with Director to develop an assignment list for each member of the staff. Director also is developing task Procedures outlining the steps to complete specific library tasks so the procedures are easily accessible for new staff members or those who might need to refer to them on occasion. The goal is to keep tasks completed as consistently as possible from one staff member to another as well as to create efficient methodologies for completing them.
- Kathleen, the new reference librarian, will be starting a new shared book club possibly called "Talk about your shelf," which will be offered twice during the same day: one in the day and one in the evening.
- From 2/21-23/23, the Director will not be in the library due to him being on a writing trip to develop the action implementation for the Strategic Plan.

**Strategic Plan**

- Currently, we are at the action step of the Strategic Plan and the library Director will slide into more of a leadership role for the Committee as we head into the writing phase.
- The next meeting of the Committee is March 2, 6:30 PM, at the library.

**Friends of the Library Report**

The next meeting of the Friends group is scheduled for Wednesday, March 15, 7:00 PM, at the library.

**Public Comment**

None

**For the Good of the Order / Miscellaneous**

None

**Adjournment**

The meeting was adjourned at 7:35 PM.

Respectfully submitted,

---

Michael May, Secretary

---

Date