

FREE LIBRARY OF NORTHAMPTON TOWNSHIP

Board of Directors Meeting

March 10, 2022

Members Present: Eleanora Rosso, Michael May, Wayne Lahr, Paula Gasper, Charlene DiSarlo, Janet Braker, Marci Lyons DiCamillo, Christy Lazzarino, (as a public visitor), and Charles Beem

Minutes

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

- I. Call to Order – The Board President called the meeting to order by welcoming the members present.
- II. Approval of the February 10, 2022, Meeting Minutes
Motion: To approve the February 10, 2022, Meeting Minutes, with one correction.
Discussion: Nothing further
Action: Unanimous Approval
- III. Library Director's Report – The Library Director offered additional programming beyond the comprehensive list of items scheduled for the upcoming weeks and months, in addition to summer programming. Members of the Board praised the Summer Quest 2022 - Oceans of Possibilities, summer youth program planning schedule. In addition, the library is addressing the specific requests of patrons as also supporting the 'PA Forward Programming', (PA State Library System). Two such programs to be offered in the month of April include: Wills and Estate Planning and Know Your Medicare Options. Programs are offered by the library in support of the five core standards, (Basic literacy, Information literacy, Civic and Social literacy, Health literacy, and Financial literacy), to be recertified as a PA Forward Gold Star Status Library.
Organizational Management – The new library hours have been instituted. The library is now open seven days a week until this summer, which on Sunday's the library will be closed.
Work Hiring Anniversaries – Recognizing employees celebrating anniversaries in January through March.
Additional Meetings Attended – Bucks County District Library; 300th Anniversary Committee; CPL Directors, Implementation Team; NT Directors'; Staff; Northampton Township Manager; and CPL Director Forum.
Outreach – Northampton Days, 300th Anniversary Celebration – Sarah and Amy have been creating trivia informational pictures and facts. A Trivia Night(s) are being planned. Annie Halliday, (Bucks County Historical Society), will present a program on the Township's history, September 24, 2022, in the library's Community Room.
Technology Update – Equipment available for a donation, while approval of the Township is pending.
The Library PA State Report – The data and statistics are being compiled, as the report must be signed by the Board President and Treasurer. The report deadline is March 18, 2022.
Library Director Questions – The Library Board Bylaws - Article Six Section One - Concerning the date we meet as a board has changed from the third Thursday to the second Thursday. Article Six Section Four - The word 'casted' should be changed to cast. A discussion concerned the announcement of the February 10, 2022, Library Board Meeting as a zoom meeting. Clarification was offered by the president as meeting compliance notification regulations.

The Richboro Coffee Initiative – The background and origins, the idea of changing the atmosphere, as offered by a local company, with the opportunity to bring in money were explained by the president. It was noted that the township signed an agreement where they would have use of the space. The Library Director was inquiring about the use of the space currently.

The Draft of the Summer Quest 2022 – Oceans of Possibilities – The number of events is significant. The importance of programming is emphasized. The programming will always appear in the Library Director’s Report. The theme ‘Oceans of Possibilities’, (a national theme). The programs are ramping up after Covid-19. The various Book Clubs were identified and discussed. The question was asked if the Senior Center could be used for programming.

- IV. Friends of the Library Report – The board liaison announced plans to attend the next meeting on Wednesday.
- V. Northampton Township Supervisor’s Liaison Report – A short report – The Giant supermarket will be completed by June. Dunkin Donuts will open near McDonalds. Thirteen Houses will be built on Bucks County Roses property. Traffic lights, lighting, additional development are all plans being discussed in Northampton Township planning.
Rails to Trails continues to progress. A copy of the Northampton Township 300th Anniversary Celebration events brochure was shared with the board. The living history events at the library and the senior center were noted. An electronic version will be shared with the board.
- VI. Northampton Township Free Library Strategic Plan Development – The president discussed the approach in creating the Steering Committee as the membership was mentioned with Wayne and Eleanora acting as observers. The Aspen Institute – Rising to the Challenge Re-Envisioning Public Libraries Report for a Strategic plan and guide was discussed. The Workbook will be shared with the Board, as everyone will be involved in the process, as the Steering Committee will establish the process. Should the Township be involved, (Parks and Recreation) so as not to overlap potential opportunities was considered. Knowing your market is key aspect in strategic planning. The Leadership Planning Document – As sent by Chip. A simplified approach graphically described in four steps. Note the Action Guide from Janet. What can we do ourselves and what do we need others to do. The Library Director indicated the work of the Bucks County Library System relative to strategic planning as a potential resource. Janet, Michael, Chip, Charles, Wayne, and Eleanora will be meeting soon.
- VII. Fundraising: 2022 Annual Appeal – The current plan to draft the letter May 23, 2022, to be sent to the printer. Fold stuff and mail first week in June sent to new card holders and anyone who has donated in the last four years. Constant Contact will be used to send to the 10,000 emails. A single focused appeal will be used. PayPal will be utilized for donations. A library staff member will keep statistics regarding the form of payment, etc. The link from the email will allow for data collection.
- VIII. Northampton Township 300th Anniversary Celebration – Library Participation – The video history scheduling details are to be determined. A Township history talk presentation will occur. A trivia night will be scheduled with the details shared each week, as also a family night.
- IX. Spring Fling – The president reviewed the process of getting approval through the 300th Anniversary Committee. The repetition may not be a good idea. Is there enough time. A future event planned to include the staff may be a better idea. Building relationships with Parks and Recreation could offer improved success. A story walk outside is being used by libraries. Southampton Library is using Tyler Park for this purpose. A municipal park could be used for such purposes. Rails to Trails could work well with themes throughout the year. Team up with Rails to Trails. ‘ECL Story Walk’ on Google, a public library in Berks County. Visit this as one well done. There is a lot going on so the Spring Fling will be tabled. The Library Board was asked not to burden the staff with programming as the staff is

- very busy. Perhaps this could be visited in the strategic plan. February 5 was noted as take your kid to the library day.org. A good event to be considered for February.
- X. Public Comment: Written comments or any questions from the public may be emailed to publiccomment@nnhtwp.org prior to the meeting. Christy expressed an interest in being involved with the plans and activities. The staff wants to be involved and participate. The surprise bags were discussed as offered by the library.
 - XI. For the Good of the Order/Miscellaneous – A discussion concerning the successful program, ‘Reading to the Dog’ occurred, as it gets kids to read aloud, thus improving cognitive development. Five dogs and fifty attended on Saturday.
The library role in support of the Ukrainian Population – A documentary may be offered soon from the director, with a Q and A session afterwards. Prescreening should take place to observe public sensitivity. Humanitarian aid has been collected and will be sent. A question regarding the kiosk and the Russian Language. How to encourage Russian neighbors. OPAC Online Catalog Bucks County Free Library System.
 - XII. Adjournment
 - XIII.

The meeting was officially adjourned at 8:13 pm, by a unanimous voice vote.

Respectfully submitted,
Dr. Charles W. Beem,
Free Library of Northampton Township Board of Directors Recording Secretary