

FREE LIBRARY OF NORTHAMPTON TOWNSHIP

Board of Directors Meeting

April 14, 2022

Members Present: Michael May, Wayne Lahr, Paula Gasper, Charlene DiSarlo, Janet Braker, and Charles Beem, Chip Heim

Minutes

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

- I. Call to Order – The Board Vice-President, (Michael May) called the meeting to order and conducted the meeting in the absence of Board President Eleanora Rosso.
- II. Approval of the March 10, 2022, Meeting Minutes
Motion: To approve the March 10, 2022, Meeting Minutes.
Discussion: Nothing further.
Action: Unanimous Approval.
- III. Library Director's Report – The Library Director offered additional details concerning the Artist of the Month – Old post cards are framed as featured throughout the library. The library pass program included an inquiry into passes to the Franklin Institute, however no such passes are available at such time.
The Dedication of the Northampton Township Archives room to be dedicated on May 15, 2022.
A plaque honoring E. Vivian Burton will be mounted in the library as she was a principal in the startup of the library. Further research confirmed she was a co-founder of the library. A library folder containing the minutes of February 09, 1969, has been discovered, thus a record exists of E. Vivian Burton's role in the library. She also served on the Board.
An Endowment will be established to purchase two children's books in her name.
The General Information – Hannah Miller requested the e-circulation of the library with the challenges of in the need to break the numbers down in service population of the county population. This was discussed at the district meeting today, as the physical circulation may be used next year. Northampton Library is around 8% of the county circulation. The cloud library can offer some insight however it is skewed to the adult side.
The Strategic Plan Steering Committee – The Library Director has attended the first meeting.
The Northampton Township Archives Reading Room is being dedicated in honor of Betty Cornell Luff and Virginia Briggs Geyer will be recognized for their service to the Township. Sunday May 15, 2022, at 2:00 p.m. Please see the directors report.
- IV. Friends of the Library Report – The board liaison suggested that the notes from the meetings be included in the Board Packet. The March 16, 2022, meeting included

discussion of the cost of a rug for kids during story time. The Grab Bag Sale of books has been successful, with approximately fifty-five bags sold since February 14, 2022. A presentation discussing Ulysses S. Grant scheduled on March 12, 2022, was cancelled due to snow. Upcoming events – March 26, 2022, at 2:00 p.m., Carol Spacht presents Dora Lewis...Winning the Vote. In April Susan Gittlen will exhibit a display of framed vintage postcards.

The election of officers is scheduled to take place in April.

- V. Northampton Township Supervisor's Liaison Report – A short report – WaWa has resubmitted another sketch plan. The plan is in litigation with no certainty in terms of the future.
- VI. Northampton Township 300th Anniversary Celebration – Library Participation – The website offers a significant amount of information. The Brewfest is moving forward, in working with the local breweries. The GPS feature allows the opportunity to explore historic locations in the Township. Some of the local businesses will feature the 300 Celebration. Local distilleries may also be brought into the celebration. The social media platforms are being leveraged to promote the event.
- VII. Strategic Plan Steering Committee Report – Janet was complimented for running the meeting while describing the notes from the meeting. The agenda was described, the Discussion Points, and the next steps were described. What information is available in-house versus the need to utilize a consultant. A 'Time Frame' for the development of the plan was discussed while taking the time to do it well. 2023 could be the date to implement the plan. A year was considered a good time frame, while using a SWOT Analysis, the 'Invisible Second Story', and the Challenges. The committee will seek to avoid analysis paralysis in data analysis in order to constructively operationalize a plan. The Library Director, and the Staff Liaison will be reviewing the Action Guide. The cost of the project may not be fully realized at this time. What are the costs? Relative to the development of the plan, as well as the cost of implementation. The Township Manager and IT Specialist will be sitting in on such meetings. The county library has a strategic planning consultant that will offer a webinar in June. This consultant can provide services and templates. Hannah Miller could also be available to the committee. Susan Elko's participation was acknowledged.
- VIII. Gaps in Programming & Services – Michael discussed the opportunity to look at groups in the community whose needs may be addressed given the gaps in the programming. Exploration of the various age gaps could allow the library to meet such needs. Is a committee necessary to explore the possibilities? The strategic plan could address such opportunities. The strategic plan will allow for discovery "The invisible second floor". A more organic process was suggested over the need of a committee. A pilot program could be used to gauge interest. A test to analysis. A timed program. In February the library offered four weeks of job training. AARP Senior Training for Computers is a pitched program.

- IX. Discussion of PALA Library Board of Governance Training – Wayne discussed the Leadership by Design, and Additional Recourses to Explore as related to the training. Trustees can communicate with other member Trustees. The Board Governance 101 could be valuable to learn about the similarities and differences in the function of our board. The opportunity to join a list serve can provide additional resources. The following reflective question was offered: “How do we talk about educating the public about databases?” The Library Director noted the resources he contributes to the One Drive resource. The board members should look at such resources as a pipeline regarding who knows what within the board and the community. How do you say a person is a good fit to the board based upon a matrix criterion? The strategic plan may help with this. What are the needs of the board relative expertise? We need expertise in say, X, Y, and Z for instance.
- X. Public Comment: Written comments or any questions from the public may be emailed to public comments@nhtwp.org prior to the meeting.
- XI. For the Good of the Order/Miscellaneous – The Doylestown District Guide was reviewed as a primer, and the Bylaws were reviewed relative to potential updates and the need to review. Some recommendations are present at this time; send any recommendations to the Library Director for the next meeting to be voted on in June. One Board Packet was acknowledged as an improvement.
- XII. Adjournment

The meeting was officially adjourned at 8:28 pm, by a unanimous voice vote.

The next Library Board meeting is scheduled to held Thursday, May 12, 2022, at 7:00 p.m.

Respectfully submitted,

Dr. Charles W. Beem,

Free Library of Northampton Township Board of Directors Recording Secretary