

FREE LIBRARY OF NORTHAMPTON TOWNSHIP

Board of Directors Meeting

June 09, 2022

Members Present: Eleanora Rosso, Wayne Lahr, Charlene DiSarlo, Janet Braker, Amy Wardle, (offering an Overview of Reference Librarian Responsibilities), 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 while welcoming the members in attendance.
- II. Approval of the May 12, 2022, Meeting Minutes  
Motion: To approve the May 12, 2022, Meeting Minutes  
Discussion: Nothing further.  
Action: Unanimous Approval.
- III. Library Director's Report  
2022 Annual Appeal – Letters are being distributed by mail this week, as followed by an email message to be sent next week.  
Staffing Update – Viktoriya Kurcherak has submitted a letter of resignation. Darian Donachie has also submitted a letter of resignation. The option of using college interns was discussed with concern expressed regarding credentialing and qualifications.  
Collection Management Policy and Request for Reconsideration of Library Resources  
The process in drafting a policy was discussed, while reviewing current 'Best Practices', in keeping with the mission of the library. The Board is comfortable with the process moving forward.  
Please see the Library Directors Report for any additional details.
- IV. Friends of the Library Report – The minutes have been received from the previous meetings and officers have been elected. Membership fees offer funds to the Friends of the Library.
- V. Northampton Township Supervisor's Liaison Report – Paula was not present for a report.
- VI. Board of Directors legal liability – All Board members, elected and voluntary, are covered through the Northampton Township liability insurance coverage.
- VII. Process for public to submit concerns regarding books in collection – As previously discussed in the Library Director's Report – Collection Management Policy and Request for Reconsideration of Library Resources.
- VIII. Strategic Plan Steering Committee Report – Janet discussed the progress of the committee in an attempt to understand the future potential of the library in serving the community. Community groups will be considered in providing information to

guide the process. Janet was acknowledged for her good work in leading the committee.

- IX. Overview of Reference Librarian Responsibilities by Amy Wardle – Amy offered an overview of the function of the responsibilities of two areas, identified as the Reference area, and the Circulation area. It was noted that Reference is collaborative with Circulation at the library. The Reference Librarians are the Information Specialists. The specialized master’s degree in Library Science, (as held by such professionals), offers a strong foundation required to fulfill the needs for information, as requested by library patrons across disciplines. The critical evaluation of Information is an important function fulfilled by the Reference Librarians. The evaluation of the sources of information is especially important in the internet age. An objective and balanced approach to seeking information was also noted as regularly practiced by the staff. A continuous improvement skill developed and practiced by the staff is the ability to ask the right questions to analyze and fulfill the patron’s information needs. Creativity and flexibility were also noted as necessary to function well with limited resources. Programming is another library function fulfilled by the staff. Anyone, (from the Board), was welcomed to shadow what is done by Amy, or others. An example was offered regarding an unusual information request. In this case, Amy asked several questions of the patron, thus resulting in the location of the requested information. While Linda, (another Reference Librarian), joined in the search while locating related newspaper articles. Such a collaborative effort serves the patrons needs well. Currently there are three full-time Reference Librarians. Amy was thanked for dedicated service to the library and to the patrons it serves.
- X. Vote on Revised By-Laws  
Motion: To approve the revised By-Laws  
Discussion: Nothing further.  
Action: Unanimous approval of the motion.
- XI. Public Comment: Written comments or any questions from the public may be emailed to [publiccomment@nhtwp.org](mailto:publiccomment@nhtwp.org) prior to the meeting.  
Nothing was brought to the order to the group.
- XII. For the Good of the Order/Miscellaneous – Nothing further.
- XIII. Adjournment

The meeting was officially adjourned at 8:04 pm, by a unanimous voice vote.

The next Library Board meeting is scheduled to held Thursday, September 08, 2022, at 7:00 p.m.

Respectfully submitted,

Dr. Charles W. Beem,

Free Library of Northampton Township Board of Directors Recording Secretary