

FREE LIBRARY OF NORTHAMPTON TOWNSHIP

Board of Directors Meeting

September 08, 2022

Members Present: Eleanora Rosso, Wayne Lahr, Charlene DiSarlo, Janet Braker, Michael May, Chip Heim, 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 June 09, 2022, Meeting Minutes  
Motion: To approve the June 09, 2022, Meeting Minutes  
Discussion: Nothing further.  
Action: Unanimous Approval.
- III. Library Director's Report  
**Programming** – Saturday, September 24, 2022, at 2:00 p.m. – Annie Halliday, (Mercer Museum) presents – A Brief History of Northampton Township. Author Visitation Event (in collaboration with Newtown Bookshop). Monday, October 03, 2022, at 6:00 p.m. Annie Duke, former Poker player (Book: *Quit: The Power of Knowing When to Walk Away*); this event open to the public with the option to purchase the book.  
**Finances** – The director will be working with the Northampton Township Finance Director to draft a preliminary 2023 budget by the end of September with the hope of presenting the 2023 budget to the Board of Trustees at the October meeting.  
**Operational Management** – Sunday Operating Hours – 1:00 – 5:00 p.m., return on September 11, 2022, and will remain in place until Summer 2023. Library hours the day before Thanksgiving will be 9:00 a.m. to 4:00 p.m.  
The Directors of each Bucks County Library have been working with our District Library Consultant, Hannah Miller, to review, rewrite, and update all Circulation Policies for the county libraries. These policies will remain nearly identical when reformatted as FLNT Circulation Policy because the libraries share the same ILS and circulation policies, as they should be consistent between libraries.  
The Library Director has been working throughout the summer, in collaboration with Alex Nagy, (NT Administration), to ensure all active library staff members have completed all Commonwealth of PA mandated background clearances within the last five years. Currently, nearly the entire staff is in full complicity with these requirements.

In the absence of Sarah Fetzer, the director has assumed the responsibility of contacting and distributing the Historic Home Plaques to 40 of our community households.

August 15, 2022, Week's Project – The director drove a project to unpack, organize, and process 31 boxes of new books received over a four day period.

**Library Staff** – Illnesses, vacations, and a maternity leave, staff has stepped up to cover a tough month of August and is to be commended for their teamwork ensuring our ability to continue serving our library patrons. The Library Director, due to a variety of scheduling issues, has also spent more than 34 hours staffing the Reference Desk during the final week of August. The director will be staffing the Reference Desk on Wednesday evenings from 5:00 p.m. to 8:00 p.m. from early August through the beginning of November.

Darian Donachie, a part-time Reference Librarian, has left to accept a full-time position with the Bucks County Free Library in mid-June. Denise Kolber, and Rebecca Roth have been hired to cover the hours, (8 hours, and 15 hours, respectively).

The Library Director is preparing 'How To' documents, (Reference Desk, and other library operational procedures), step-by-step instructions for how to perform specific tasks allowing someone with no experience to successfully perform essential tasks. Reducing paperwork and efficiency is a goal. Currently, teen age volunteers shelve books in the library approximately 75 hours per month.

Michelle Kiker has joined the library staff, (full-time), as the Youth Services Librarian. Michelle has over a dozen years of experience as a Youth Services Librarian.

Collection – Three new museum passes have been added – The Mutter Museum, Penn Museum, and the Philadelphia Insectarium & Butterfly Pavilion. 75 boxes of new materials received and processed over the last three months.

Outreach – Letters thanking the various local businesses for their donations have been prepared and sent.

**Technology** – In June the library received three new AWE Learning computers for children, as WIN-Innovations provided the grant money. A public Thank You was posted to our Facebook page along with pictures of the computers.

**Facility** – Painting Projects – Children's Story Time Room, Three Study Rooms, the Computer Classroom, the Boardroom.

**Fundraising** – The 2022 Annual Appeal has been successful. As of September 01, 2022, the library has received more than \$9,000. Written notes, and personal phone calls have made from the Library Director to donors.

Leadership and Professional Development – The Library Director has attended 30 meetings since June. This includes training provided by the OCL's Bureau of Library Development, New Director Orientation provided by the Office of Commonwealth Libraries, (OCL), thus leading to 10.5 hours of Continuing Education credits earned.

ALICE Active Shooter Training – NT Admin. Building; NT Police Department. Several members of the library staff have also participated in this training. The library security was discussed relative to the existing security cameras and alarms.

The Northampton Township Board of Supervisors and the Northampton Veterans Advisory Committee have finalized their decision to move the Patriot Flag Program display to the library building as a permanent location, (the wall space on the atrium wall entering the library). The Veterans Day Ceremony will occur on Saturday, November 11, 2022, at 10:00 a.m.

Please see the Library Directors Report for any additional details.

- IV. Annual Appeal Status – Over 9,000 dollars has been collected.
- V. 2023 Budget Process – A review of various line items was noted as necessary in the preparation of the budget. It was suggested that a review of past budgets spanning three to five years, while considering trends in the various line items on the budget. Program supplies were discussed, collection supplies, etc. were described as well.
- VI. Friends of the Library Report – The next meeting is Wednesday, in person at 7:00 p.m. The last meeting over the summer did not result in a quorum. The suggestion was offered to have a member of the Friends participate in our meetings. Michael will offer this suggestion to choose a liaison.
- VII. Northampton Township Supervisor’s Liaison Report – No report was offered.
- VIII. Strategic Plan Steering Committee Report – Charlene will be helping with the writing of the Strategic Plan. Cathi Alloway has been helping with the preparation of the survey, (via. Survey Monkey), in time for the 300<sup>th</sup> Anniversary Event on Northampton Day, September 25, 2022. Focus groups will be surveyed. Bookmarks with the link to the survey will be available. A strategic planning retreat on November 19, 2022, will include some from the Friends of the Library, Parks and Recreation, Northampton Township Supervisors, etc. The retreat will review the data collected to establish goals and priorities, as the foundation for the Library Strategic Plan. Charlene and all trustees should be part of the focus groups sessions. One on One interviews will be conducted as well. It is projected that by the end of the year that the Library Strategic Plan ‘Writing Phase’ will begin. October 6, 2022, the next Steering meeting 6:30 p.m.
- IX. Northampton 300<sup>th</sup> Anniversary Event – September 24, 2022, is schedule as the library event to present the history of the township. The question of whether the event could be recorded was asked. October 14, 2022, Gala. Sunday September 25, 2022, the library will have a table where the survey could be offered via. the use of iPad devices. Staffing was discussed with Michael volunteering, 10:00 a.m. to 4:00 p.m.. The Friends might also participate. Plans for give aways has been a past practice. Bookmarks, smarties, worms, (candy for book worms). Doing the survey signage will be offered. A six-foot library sign will be used. A poster with the QR code, allowing the library survey to be administered should be utilized, (11x17 poster).
- X. Meeting Room Policy – The current policy was included in the Board of Trustee’s Board Packet. It was noted that the last two Author Visit events, (as related to the policy), have been helpful in support of the library. The policy needs to be amended to accommodate the various events, whereby materials must disclose when events

serve the purpose of fundraising. It was also noted that the library does not handle the finances when an Author Visit event involving the Newtown Book Shop occurs. If anyone has any ideas or suggestions, they are invited to send them to Wayne. September 27, 2022, to October 7, 2022, Wayne will be on vacation. October 16, 2022, to October 19, 2022, Wayne will be attending the Pennsylvania Library Association Conference.

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 8:45 pm, by a unanimous voice vote.

The next Free Library of Northampton Township Board of Directors meeting is scheduled to held Thursday, October 13, 2022, at 7:00 p.m.

Respectfully submitted,

Dr. Charles W. Beem,

Free Library of Northampton Township Board of Directors Recording Secretary