

FREE LIBRARY OF NORTHAMPTON TOWNSHIP

Board of Directors Meeting

November 10, 2022

Members Present: Eleanora Rosso, Wayne Lahr, Charlene DiSarlo, Janet Braker, Michael May, Chip Heim, Charles Beem and guest, Jessica Freundel

Absent: Paula Gasper

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 October 13, 2022, Meeting Minutes
Motion: To approve the October 13, Meeting Minutes
Discussion: Nothing further.
Action: Unanimous Approval.
- III. Library Director's Report
Programming – Saturday, November 12, 2022, at 2:00 p.m. Alisa DuPuy presents Harvest Traditions and Thanksgiving. This event was canceled due to Covid-19 health restrictions concerning the presenter.
Saturday, November 12, 2022, at 10:00 a.m. Veterans Day Ceremony. This is the official township dedication of new Patriot Flag Program display within the library.
Wednesday, November 09, 2022, Library Trivia Night: Local History, The Library Director noted the success of the event.
Wednesday, November 16, 2022, Trivia Night: Local History – Show off your knowledge of Northampton history and celebrate our 300th anniversary. To be held in conjunction with the Township at the Tavern on the Ten, Northampton Valley Country Club.
Tuesday Morning Matinee, November 15, 2022, "The Duke" and November 29, 2022, "Where the Crawdads Sing."
Artist of the Month: Anita Thompson, Pencil, and Colored Pencil. Anita also provides the teaching programs as offered through our Youth Services programming, Art with Anita. Her work can be found in the display case by the entrance and hung on the wall beyond the Reference Desk.
Finances – The Library Director has met with Julie (Finance Director) and Alex to work through the financials for 2023. Due to the Library Director's vacation and a slight delay in receiving some additional information for 2022, this has not yet been completed. The hope is to have documentation to share with the Library Board next month.

The Library Director discussed the Standards Table – Member Libraries, while noting the criteria regarding Quality Aid. The Library Director reviewed the Waiver Assessment for Library (WAFL) – System Member document, as based on the 2021 State Annual Report Data.

The Power Library document was reviewed, (Pennsylvania’s Electronic Library) as offering a benefit to library patrons. The gap of what is available as a function of awareness as well as how to access it was discussed. The possibility of the library offering training sessions to patrons was discussed as an option. A member expressed that this should not wait for the Strategic Plan to be operational. Time constraints at this time could limit the feasibility of such a program. The knowledge base surrounding the effectiveness of social media utilization was discussed. The township could benefit from leveraging social media, especially given the advertising revenue potential. This option could be discussed during the Library Retreat. A professional with Social Media skills and training could be an asset to the library. A Return on Investment, (ROI), of resources could be measured using social media technology.

Organizational Management – Operating hours for Wednesday, November 23, 2022, will be from 9:00 a.m. to 4:00 p.m.

The 2023 Plan for State Aid was described as a “plan” to be submitted annually, while making an official request to receive the State Aid funding to which the library is entitled. The plan was completed by the November 04, 2022 deadline. The Library Board has received the plan in the Board Packet for review, discussion, and approval. Update: The amount of Aid the library will be receiving is slightly above the 17% increase anticipated by the Library Director, thus the total, \$151,038. This adjustment on the plan was made and re-submitted.

The Library Director briefly discussed the calendar of holidays for next year as this information will be sent to the Library Board to be voted upon at the next meeting. The library bookkeeper has been out since October 4, 2022, and is expected to return within the next couple of weeks. The Library Director has been performing the normal duties of reconciling all daily cash transactions, preparing deposits for the Northampton Township, and keeping up with processing the necessary paperwork and invoices to properly account for purchased materials and submit those invoices for payment. The Library Director has gained a more in-depth understanding of how things are processed at FLNT.

The approved changes to the Library Board By-Laws have been submitted to the Township Administration and will be added to the agenda of an upcoming Township Board of Supervisors meeting for final approval.

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 almost identical when the Library Director reformats them 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 rewriting a Collection Management Policy for FLNT's branding as well as a Meeting Room Policy, Study Room Policy, and others. All policies will be shared with, discussed, and approved by the Library Board for FLNT before being implemented and shared publicly via the library website.

Meetings Attended Since the Last Library Board Meeting – Eleven sessions and multiple other events at the Pennsylvania Library Annual Conference 2022, 10/16-19, Township Board of Supervisors meetings, Township Directors' meetings, (Director of Parks & Rec.), and Strategic Plan Steering Committee.

Collection – The staff continues to order new materials and replace materials that are deemed worthy of keeping in the collection but aren't in good physical condition. The children's section has been receiving a major overhaul.

Outreach – The Library Director has met with six small groups to request information and feedback for the Strategic Planning activities. Susan, a staff member was involved with a seventh group, including a brief session with her book club members held at the Senior Center. The Strategic Planning Steering Committee Chair, Library Board president, and the Library Director met with the Township Supervisors to offer an overview of the Strategic Planning process to date as well as to solicit their feedback, as a ninth group interview. Many members of these groups seemed very pleased to participate and enthusiastically answered a few questions.

Northampton Township's 300th Anniversary – The remaining events include the two scheduled Trivia Nights and the final birthday celebration at the December 14, 2022 Board of Supervisors meeting.

Technology – The only remaining items to be sold are the Dell All-in-Ones that were replaced in the Computer Classroom in January. There are five remaining and they're listed in Facebook Marketplace. A few smaller items and unused items include a Dell Keyboard and two Laptop Docking stations. All other equipment has been "sold" or donated.

Facility – The relocated Patriots Flag Program has been completed and now awaits its official "unveiling" on Saturday at the Veterans Ceremony beginning at 10:00 a.m.

As time allows, the library staff work room is being re-organized, while old material that is no longer needed or relevant to the operations of the library is being discarded.

Once again, the library served as an election ballot drop-off location for Bucks County residents to submit their voting ballots for this fall's election. Two staff members remained on Tuesday evening after the polls (and library) closed at 8:00 p.m. to wait for the official County truck to retrieve the ballots.

Fundraising – The Thriftbooks sales have earned \$330+ year to date. Proctoring revenue has earned \$1,760+ year to date. The 2022 Annual Appeal has received

\$9,500+ to date. A new donor has received permission from the Township Administration to follow through with the naming of a room in the library. The Library Director is working with the prospective donor to finalize the details and the timeline to completion.

Leadership and Professional Development – The Library Director attended the 2022 Pennsylvania Library Association’s Annual Conference in Harrisburg, PA from October 16-19, 2022, and earned an additional 11.25 Continuing Education Credits for the year. In 2022, the Library Director has completed more than 36 hours of Continuing Education Credits while the Commonwealth of PA requires library Directors to complete a minimum of 8 Continuing Education Credits per year. The conference attendance offered an opportunity for networking, exhibits of library service companies, and educational sessions to gain new knowledge about working in public libraries.

The Township administration also requires everyone who has a township email address to complete a 90-minute Cyber Security Training through KnowBe4.

Staff Training – Megan Geist and Martha Tran completed “Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania”.

Michelle Kiker and Sarah Ravipinto completed “A Joyous Way to Learn with Jim Gill”, through the PA Staff Academy to earn 1.5 Continuing Education Credits each.

Board Training/Education – PA Library Staff Academy offers educational webinars about libraries while offering a section to “Trustees and Governance.”

Please see the Library Directors Report for any additional details.

- IV. Plan for State Aid – The Library Director reviewed the documentation prepared to submit to the Commonwealth of Pennsylvania.
- V. 2023 Budget – The Library Director reviewed the Library Fund Revenues of the Northampton Township 2023 Budget document. A discussion of the naming rights of a room of the library was briefly noted. The comparison of the increase in revenue was noted; as well as the expenditures planned for the budget was offered. No changes are planned regarding library staffing. No change in hours were noted in the budget. Pennsylvania requires 12% of the library’s operating budget to be allocated to new materials, as this threshold is met in the budget to remain in compliance.
- VI. Friends of the Library Report – The meeting will take place on Wednesday, November 16, 2022. A review of the Friends of the Library Budget may occur. Additional potential agenda items to be discussed could include the bookstore, (within the library), and Donations.
- VII. Northampton Township Supervisor’s Liaison Report – No report.
- VIII. Strategic Plan Steering Committee Report – The Strategic Plan Retreat will occur on November 19, 2022. An agenda will be sent to all attendees in preparation for the meeting. The majority of the staff participated in the Staff Survey. The offering of a couple of Debrief Sessions with the staff could be helpful, thus allowing additional staff participation in the planning process. It is possible some reorganization could

occur based on the final Strategic Plan. The Library Director provides the Library Board Meeting Minutes and his monthly Director's Report to the library staff.

- IX. Public Comment: Written comments or any questions from the public may be emailed to publiccomment@nhtwp.org prior to the meeting.

Jessica attended the meeting again this month, acknowledging her application to become a future Library Board member. Jessica will be attending the Strategic Planning Retreat as well.

- X. For the Good of the Order/Miscellaneous – Acknowledgement of Jessica's meeting attendance.

- XI. Adjournment

The meeting was officially adjourned at 8:18 p.m. by a unanimous voice vote.

The next Free Library of Northampton Township Board of Directors meeting is scheduled to held Thursday, December 08, 2022, at 7:00 p.m.

Respectfully submitted,

Dr. Charles W. Beem

Free Library of Northampton Township Board of Directors Recording Secretary