



April 18, 2016

A meeting of the Board of Directors of the Reading Public Library commenced at 4:32 PM at 113 S. 4th Street, Reading, PA, Heather Hanna, President, presiding.

Present: Heather Hanna, Renee Dietrich, Toni Albert, Maureen Dolan, Nancy Campbell, Greg Knies, Osmer Deming, Colin Waszkiewicz, Paul Hoh, Hillary Schulze, Stephanie Towles, Bronwen Gamble, Linda Capozello, Denise Sticha, Henriette Alban, and David Kostival

Absent: Johanny Cepeda (excused), Jim Shankweiler (excused)

Public Comment: None

Minutes: Motion to approve the March minutes made by Renee Dietrich and seconded by Colin Waszkiewicz. Approved unanimously.

Treasurer's Report: The Treasurer indicated we have used funds to pay back the loan. The loan that we had to use has been paid back in full because of the recent action by the legislature and governor in Harrisburg. The Line of Credit worked perfectly for the library's needs. Motion to accept the report made by Maureen Dolan and seconded by Colin Waszkiewicz. Approved unanimously.

Director's Report: Hoopla set to go live on May 2, 2016. Bronwen mentioned that we have started on the District Agreement. She also said that we are doing a test run to have the Reading Library's new books held by anyone in Berks County. This test run will be done in April. A determination will be made on whether to expand this. We have generated approximately \$160.00 from books sale since we started this in January. Northeast and Southwest part of book sale.

Library Services: Report given. Services committee met the previous Monday. When that committee met mostly what was discussed was how the technology will be placed. There was also a discussion of e-cards. These e-cards are strictly for patrons who are unable—physically—to check out materials from the library. E-cards are for City of Reading residents only. E-cards are not available on a countywide basis. There was a question of whether e-cards should be open to patrons who owe money to the library. On another note, reference was made that for Hoopla that there is vendor stipulation for 2016, limiting access to residents in the city. There was also a discussion of patrons who come into the library and are extremely handicapped. There was also a discussion of patrons who need showers and clean clothes and how to guide them in the appropriate direction with information by way of cards. Johanny discussed English language classes for small business owners as a pay for service for such classes. Renee asked whether the Outreach Coordinator had worked on this. Bronwen said yes and that it is \$250.00 per class and that the Berks County Community Foundation will underwrite part of this.

Facilities: Maureen Dolan discussed the energy audit. She indicated that we have one week to get an application to the Community Foundation. She said that we're looking at full replacement in the approximate sum of \$150,000.00 for AC and heating at Northeast and that we're meeting with the City Public Works Department. The City will not solicit bids. We're looking for grant approval. Renee referenced the fact that the City owns the building. Bronwen said that the City has been slow to act. Nancy said that this has been going on for over a year. Maureen said that Ralph from the Public Works Department said that if a grant is not approved, then we get only a repair. The

windows at Northeast do not open. A concern was raised regarding the high temperature during the summer months and whether that building would be closed on certain hot days during the summer. Bronwen said that Luke Schultz at Public Works has been helpful. Maureen summarized the figures for repair and replacement. The initial estimate was \$30k to \$60k to repair, which was not a good estimate. After the audit, knowledgeable individuals have estimated the cost to replace (which includes replacement of boiler) to be in the \$100k to \$150k range. The grant was only for \$50k, which is the most that could be applied for.

At Main, we're losing a parking space at 5th and Franklin, arising out of roadway regulations. Specifically, PenDot has re-evaluated parking spaces for line of sight issues. Linda applied to Lowe's for painting and new carpeting.

Finance: Greg Knies reported that when the committee met, there was a discussion of budgeting and payroll. The Finance Committee took a "deep dive" to determine exactly what amounts are being spent and where, with Bronwen's assistance. We've cut down on everything that we can in terms of expenses. What followed was a brief discussion between Renee and Paul on titling certain investments as "unrestricted" and how that determination is made. Renee referenced that we took \$200k from Ken Smith fund when we put our money into renovations.

Personnel: Jim couldn't make the meeting. However, it was reported that we're down to 5 applicants. Phone interviews to take place on April 26.

Advancement: Report was given by Nancy Campbell. Summer Reading Program has been rebranded as "Summer at RPL". Linda indicated that so much happens at the library that it made sense to broaden the title. Renee asked whether the County was doing billboards. Denise said yes. Linda discussed fundraising online. On our website, we have the ability for visitors to donate, email version of our newsletter. Online fundraising in Berks County is increasing. Nancy encouraged board members to reach out.

Strategic Planning: Key staff met with Al Webber for several hours—head of every department. It will not be long before we have long range objectives. Al Webber is not charging us a fee. What we have paid him up till now is rather nominal.

Unfinished Business: None

New Business: Discussion of a new board member. Denise encouraged board members to come to next Wednesday's workshop

Motion to adjourn was made by Nancy and seconded by Stephanie. Approved.

Respectively submitted,

Osmer Deming