

**Reading Public Library  
Board of Trustees  
Monday, November 16, 2009  
4:00 p.m.**

**Agenda**

- a. Public Comment**
- b. Call to order**
- c. Report of Treasurer**
- d. Report of Library Director**
- e. Report of Library Services Committee**
- f. Report of Facilities Committee**
- g. Report of Finance Committee**
- h. Report of Personnel Committee**
- i. Report of Development/Marketing Committee**
- j. Unfinished business**
- k. New business**
- l. Adjournment**

## **READING PUBLIC LIBRARY**

**October 19, 2009**

A meeting of the Board of Trustees of the Reading Public Library was held today at 4:00 PM in the Board Room with Ron Hatt, President, presiding.

Present: Ron Hatt, Ryan Breisch, Doris Leisawitz, Paul Hoh, Bill Maslo, Greg Knies, Henriette Alban, Sandi Krafczek, Heidi Williamson, Frank Kasprowicz

Absent: Pat Cavanaugh, excused.

Guests: Bill Roberts, Kate Thornton

**PUBLIC COMMENT:** None

**MINUTES:** Moved by Paul Hoh and seconded by Bill Maslo to accept the September 2009 minutes. Passed.

**TREASURER'S REPORT:** Motion to accept the Treasurer's Report as submitted by Sandi Krafczek and seconded by Doris Leisawitz. Passed.

**DIRECTOR'S REPORT:** Copies of the Director's Report were available. The library has received a lot of publicity since the layoffs and schedule reductions. The mayor is attending a meeting with the 3<sup>rd</sup> grades students from 13<sup>th</sup> and Union at the Northeast Branch to discuss why the branches may close next year. Handouts are still being distributed. This week we have several employees attending the PaLa Conference in Harrisburg. Leslie King will be awarded the Marietta King Award for Senior Outreach for Diversity.

### **COMMITTEE REPORTS:**

**LIBRARY SERVICES:** No report

**FACILITIES:** The roof of the library appears to have been fixed. At this point we have not experienced any additional leaks. The city has requested bids to repair the plaster in the YA department. However, at this time we have not received notice as to when the repairs will be scheduled. Upon inspection by the Fire Marshal in early October it was determined that we are in need of 4 fire door upgrades. This is being addressed. Additional issues such as snow shoveling, grass cutting and general maintenance of the branches will need to be addressed prior to the end of the year.

**FINANCE:** No report.

**DEVELOPMENT:** The September newsletter solicitation has generated \$3,670.55 to date. Kate Clair from Kutztown University is working on our new logo. We are waiting on samples. Children's author Lindsay Barret George will be at the library tomorrow, October 20<sup>th</sup>. A press release was sent to newspapers, radio and TV outlets. Help Save the Library is scheduled for Friday Oct. 30<sup>th</sup> from 2 until 5 pm at the Main Library. Fliers will be distributed and balloons given out to children. The Open House is scheduled for November 5<sup>th</sup> at the Main Library. Several donations have been received to cover the expenses.

**PERSONNEL:** No report

**UNFINISHED BUSINESS:** Layoffs and reductions in hours were implemented and went in to effect on October 5<sup>th</sup>.

**NEW BUSINESS:** Motion by Ryan Breisch to change the policy that unpaid fines, fees and lost item charges must be paid in full by December 31, 2009 or borrowing and computer privileges will be suspended until resolved. Seconded by Henriette Alban. Passed.

Motion by Paul Hoh to authorize up to \$250,000 from Investments to be given to the Library to offset anticipated budget deficits in 2010. Seconded by Bill Maslo. Accepted.

Entered Executive Session at 5:21 PM – Ended Executive Session at 6:15 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Doris Leisawitz", written in black ink.

Doris Leisawitz