

Library Board Meeting

Agenda

06/08/2020

- **Pledge of Allegiance**
- **Approve March Meeting Minutes**
 - No meetings in April & May due to coronavirus
- **Adult & Young Adult Services**
 - Summer Reading Update
- **Children's Services**
 - Summer Reading Update
 - Virtual Programming
- **Old Business**
- **New Business**
 - Coronavirus Update
 - Phased Reopening Plan
 - Social Media Marketing
 - 2020 Budget
- **Supervisor Liaison Report**
- **Next Meeting:** Monday, July 13, 2020 at 6:45pm

Library Board Meeting

Agenda

11/12/18

- **Pledge of Allegiance**
- **Approve October Meeting Minutes**
- **Adult & Young Adult Services**
 - De-Stress December
- **Children's Services**
 - Enchanted Library
- **Old Business**
 - Budget Meeting Update
 - Policy Manual
 - 2019 Goals
- **New Business:**
 - Performance Evaluations
 - New Employees
- **Supervisor Liaison Report**

Library Board Meeting
Agenda
10/15/18

- **Pledge of Allegiance**
- **Approve July & September Meeting Minutes**
- **Adult & Young Adult Services**
 - Jazz Night
- **Children's Services**
 - Enchanted Library
- **Old Business**
 - Review library policies
 - Library Card Sign-Up Month Review
 - 146 cards
 - 7 open house
 - 3 Community Center Visits
 - 1 Farmers Market Visit
 - Raised \$180 from Choolah fundraiser
 - Budget Meeting Update
- **New Business:**
 - Community Outreach
- **Supervisor Liaison Report**

Library Board Meeting

Agenda

09/10/18

- **Pledge of Allegiance**
- **Approve July Meeting Minutes**
- **Adult & Young Adult Services**
 - Sangeetha hosted a table at National Night Out and saw approximately 250 patrons
- **Children's Services**
 - 869 students registered for summer reading, recorded 21,341 hours of reading
- **Old Business**
 - Review library policies
- **New Business:**
 - Library Card Sign-Up Month overview
 - Choolah Fundraiser - Sept. 28, 11am-10pm, library will receive 30%
 - Budget Meetings begin in October
 - Goals for 2019
- **Supervisor Liaison Report**

Next Meeting Date: October 15, 2018 - Date change due to Columbus Day

**Library Board Meeting
Agenda
07/9/18**

- **Pledge of Allegiance**
- **Approve June Meeting Minutes**
- **Adult & Young Adult Services**
 - YA Author visit on Monday, July 2
 - International music festival is tomorrow night from 6:30-8pm
- **Children's Services**
 - We had over 300 people at our Ran'd Shine magic show on Tuesday, June 26th
 - We have about 718 kids from Kindergarten-8th grade signed up for summer learning
- **Old Business**
 - Library Friend of the Year presentation with Karl Helicher
 - Celebrate TAG kids at a luncheon on Friday, July 6th. The TAG kids have volunteered over 1300 hours of time in the past four years.
 - Library Goals presenting at Goals & Objectives with the Board of Supervisors on Thursday, July 12
 - Library Policies - where are we and what do we need to do next?
- **New Business:**
 - Work on Library policies for next meeting
- **Supervisor Liaison Report**

Next Meeting Date: September 10, 2018

Library Board Meeting

Agenda

06/11/18

- **Pledge of Allegiance**
- **Approve May Meeting Minutes**
- **Adult & Young Adult Services**
 - 75 patrons attended Board Game afternoon, requests to make it a monthly event
 - ACT Practice test was attended by 20 students, SAT Practice test will occur in July
- **Children's Services**
 - Last Fun Friday - 150 kids showed up to check out live animals from Briar Bush Nature Center
 - Celebrated 65 pairs of Reading Buddies
- **Old Business**
 - Library Goals for 2019
 - Work with a consulting firm to create a conceptual plan for new space
 - Create a technology competency framework to ensure staff is well-trained in accessing and using online resources as well as promoting them to the public
 - Promote the cost-saving benefits of our services to patrons using return on investment metrics.
 - Library Capital Projects for 2019
 - Drive-up Material Return
 - Contract for a conceptual plan
 - Library Friend of the Year
- **New Business:**
 - Summer Reading is Starting!

- **Supervisor Liaison Report**

Next Meeting Date: July 9, 2018

Library Board Meeting

Agenda

05/14/18

- **Pledge of Allegiance**
- **Approve April Meeting Minutes**
- **Adult & Young Adult Services**
 - Our gardening programs are continuing to be very popular
 - Celebration of Elaine Baer who attended Book Discussions since they started in 1998 on May 20
- **Children's Services**
 - Offered our very last Fun Friday on May 11, with changes in the school district we are looking at new ways to reach out to the elementary audience.
 - Currently providing outreach to the schools
- **Old Business**
 - Procedure Manual
 - Joint Board Meeting
 - 2018 Capital Projects
 - Circ Assistant Position
- **New Business:**
 - Library Goals for 2019
 - Library Capital Projects for 2019
- **Supervisor Liaison Report**

Next Meeting Date: June 11, 2018

Library Board Meeting

Agenda

04/09/18

- **Pledge of Allegiance**
- **Approve March Meeting Minutes**
- **Adult & Young Adult Services**
 - SAT and ACT Practice Tests and Prep Classes continue to be popular
 - Ancestry.com presentation was also very successful - possibility of offering an Ancestry.com lock-in at the library
- **Children's Services**
 - Puppets Pizzazz was a great kick-off program (and very popular) for Family Reading Month that runs through April
- **Old Business**
 - Township Employee Open House
 - PLA Conference - March 21-24
 - Joint Board Meeting - April 26 at 7:30pm (30 minutes long)
 - Procedure Manual
- **New Business:**
 - 2018 Capital Projects
 - Robert & Shirley Fine Endowment
- **Supervisor Liaison Report**

Next Meeting Date: May 14, 2018

Library Board Meeting

Agenda

03/12/18

- **Pledge of Allegiance**
- **Approve February Meeting Minutes**
- **Adult & Young Adult Services:**
 - Transform. You. Series - great turnout and a lot of positive feedback from adults looking for more workshops like this
- **Children's Services:**
 - Parent/Child Workshops - filled with a lot of great feedback from families
- **Old Business:**
 - Township Employee Open House - March 15 from 7:45-10am
 - Joint Board Meeting - April 26 at 7:30pm (30 minutes long)
 - Procedure Manual - Library Board, Employee, Collection Development
- **New Business:**
 - Procedure Manual - Library Cards & Loaning Materials
 - PLA Conference - March 21-24
- **Supervisor Liaison Report**

Next Meeting Date: April 9, 2018

Library Board Meeting

Agenda

02/12/18

- **Pledge of Allegiance**
- **Approve January Meeting Minutes**
- **Adult & Young Adult Services:**
 - Black History Celebration - February 24 from 10am-3:30pm
- **Children's Services:**
 - Senior Graduation Projects - Writing Workshop, STEM for Girls, Lunar New Year, Saturday Storytimes, research and volunteer hours
- **Old Business:**
 - Reviewing Library Policies Manual
 - Library Logo Update
- **New Business:**
 - Township Employee Open House
 - Mandatory HR Training
 - Joint Board Meeting - April 26 at 7:30pm (30 minutes long)
- **Supervisor Liaison Report**

Next Meeting Date: March 12, 2018

Library Board Meeting

Agenda

01/08/18

- **Pledge of Allegiance**
- **Approve December Meeting Minutes**
- **Adult & Young Adult Services:**
 - Transform You Series
- **Children's Services:**
 - Storytimes start up in a few weeks
 - Meanwhile we're offering Preschool Explorers, Yoga Storytime, Music Class, & Saturday Storytime before that happens
- **Old Business:**
 - Removal of DVD & video game fees
 - Strategic Plan & Logo Update
- **New Business:**
 - Reorganization
 - Goals for 2018
 - Educate the public about the library by creating short videos to post to social media (partner with Public Information in coming months)
 - Create a brand/marketing guide to ensure that all marketing material from the library has the same "look & feel" (currently working on this)
 - Offer pop-up computer classes for patrons and staff to learn about technology (will begin in April)
 - Updated Procedures Manuals and Job Descriptions - for each position/desk
- **Supervisor Liaison Report**

Next Meeting Date: February 12, 2018

Library Board Meeting

Agenda

12/11/17

- **Pledge of Allegiance**
- **Approve November Meeting Minutes**
- **Adult & Young Adult Services:**
 - Winter Reading Program begins January 3rd
- **Children's Services:**
 - Working with a number of seniors on SGP - storytimes, writing workshops, STEM for girls, Chinese New Year, etc.
- **Old Business:**
 - Removal of DVD & video game fees
 - Website update
- **New Business:**
 - Performance Evaluations
 - Circulation Assistant Positions open
- **Supervisor Liaison Report**

Next Meeting Date: January 8, 2018 (reorganization meeting)

Library Board Meeting

Agenda

11/13/17

- **Pledge of Allegiance**

- **Approve August Meeting Minutes**
- **Approve October Meeting Minutes**

- **Adult & Young Adult Services:**
 - Baby Boomer Retirement Road Map
 - De-Stress December

- **Children's Services:**
 - Enchanted Library - 342 people attended

- **Old Business:**
 - Removal of DVD & video game fees
 - Staff Training - President's Day (February 19th)
 - Customer service
 - Managing stress & self-care

- **New Business:**
 - Website update
 - Logo & Strategic Plan Reveal
 - Weeding & Catalog Clean-up
 - Reorganization Meeting Date

- **Supervisor Liaison Report**

Next Meeting Date: December 11, 2017

Library Board Meeting

Agenda

10/16/17

- **Pledge of Allegiance**
- **Approve August Meeting Minutes**
- **Adult & Young Adult Services:**
 - California Pizza Kitchen Fundraiser - \$404.35
 - Jazz Night
- **Children's Services:**
 - Early Literacy Programs - full with waiting lists
 - Sangeetha & Becky at PaLA Annual Conference
- **Old Business:**
 - Strategic Plan
- **New Business:**
 - Removal of DVD & video game fees - board recommendation
 - Program Assessment & Evaluation
 - Board of Supervisors Library Promo Video
 - 2 circulation assistants retiring
 - Ongoing training and Staff Training Day
- **Supervisor Liaison Report**

Next Meeting Date: November 13, 2017

Library Board Meeting

Agenda

8/14/17

- **Pledge of Allegiance**
- **Approve July Meeting Minutes**
- **Adult & Young Adult Services:**
 - Cecelia Crommarty begins work today in Circulation
 - Krissy Penesse will gain 13 hours for adult reference and cataloging
 - Sangeetha Srinivasan took on a few more hours to help the reference desk
 - Rena Staley is taking on 12 additional hours as processing assistant
- **Children's Services:**
 - Great attendance at all of our large programs this summer
 - High interest in our solar eclipse program next week
- **Old Business:**
 - 2018 Budget
 - Goals & Objectives
 - All shifting in the adult department is finished
 - Continuing to look at how processing is done to increase efficiency
- **New Business:**
 - Removing VHS from circulation in children's department
- **Supervisor Liaison Report**

Next Meeting Date: October 16, 2017

Library Board Meeting

Agenda

7/10/17

- **Pledge of Allegiance**
- **Approve June Meeting Minutes**
- **Adult & Young Adult Services:**
 - Free Kona Water Ice - 250 people attended
- **Children's Services:**
 - Summer Camp Outreach
- **Old Business:**
 - Job Opening Update
 - Goals & Objectives - 2018
- **New Business:**
 - Pop-Up Computer Lab - contact with Senior Center
 - First draft of strategic plan
 - Beginning brand & style guide
 - 2018 Budget
- **Supervisor Liaison Report**

Next Meeting Date: August 14 @ 6:45PM

Library Board Meeting

Agenda

6/12/17

- **Pledge of Allegiance**
- **Approve May Meeting Minutes**
- **Adult & Young Adult Services:**
 - Gardening series was very well attended
 - Bertucci's Fundraiser - \$172
 - Assistant to the Library Director - 14 applicants
 - Assistant Circulation - 23 applicants
 - 6 people applied to both positions
- **Children's Services:**
 - Kids are LOVING the Crazy 8s Math Club
 - LEAP Into Science (adult/child program) - 20 kids with 15 adults
- **Old Business:**
 - Core Values: Educate, Empower, Engage
- **New Business:**
 - Goals & Objectives - 2018
 - Goals & Objectives - Strategic Plan
 - 20 Year Capital Projection
- **Supervisor Liaison Report**

Next Meeting Date: July 10 @ 6:45PM

Library Board Meeting

Agenda

5/8/17

- **Pledge of Allegiance**
- **Welcome New Board Member**
 - Beth Nachman
- **Approve April Meeting Minutes**
- **Adult & Young Adult Services:**
 - Provided programming for Money Smart Week - offering financial literacy programs for 4 nights in a row, week of April 24th
 - Gearing up for a series of gardening programs provided by Penn State Extension
- **Children's Services:**
 - Author Visit - partnership with the School District, small crowd, but had a few families tell us after the event how much they enjoyed it
 - Gearing up for school visits this month to promote the Summer Reading Program
- **Old Business:**
 - September Meeting - Cancel?
 - October Meeting - Reschedule to October 16th
 - Library Logos
 - Mission Statement: Educate · Empower · Engage
- **New Business:**
 - Core Values: Educate, Empower, Engage
- **Supervisor Liaison Report**

Next Meeting Date: June 12 @ 6:45PM

Library Board Meeting

Agenda

4/10/17

- **Pledge of Allegiance**
- **Welcome 2 New Board Members**
 - Beth Nachman
 - Fauzia Shamim
- **Approve March Meeting Minutes**
- **Adult & Young Adult Services:**
 - Gearing up for Money Smart Week - offering financial literacy programs for 4 nights in a row, week of April 24th
- **Children's Services:**
 - Holocaust Survivor Program (joint program with Sangeetha) - 84 people attended on a Wednesday Evening
 - Lolly & Yoyo - Family Reading Month Kickoff - 100 people attended
 - Montgomery County Health Department gave away 40 booster seats and demonstrated the correct method to use car seats and booster seats
- **Old Business:**
 - Book Sale Update - promotion has started digitally and physically, logistics are being decided on and weeding is 99% done
 - Vision Statement: Building a connected and engaged community.
 - Joint Board Presentation
- **New Business:**
 - Karen Hastings will be resigning, her last day will be May 1st
 - September Meeting - Reschedule
 - October Meeting - Reschedule or Cancel
 - Library Logos
 - Mission Statement: Educate · Empower · Engage

Joint Board Meeting: April 27th @ 9PM

Next Meeting Date: May 8th @ 6:45PM

Library Board Meeting

Agenda

3/13/17

- **Pledge of Allegiance**
- **Approve February Meeting Minutes**
- **Adult & Young Adult Services:**
 - Black History Celebration - 250 people attended, BCA grant application has been submitted for 2018
 - Library Card Drive - reached out to 100 residents at Community Center
- **Children's Services:**
 - Heavy focus on STEAM with six programs being offered reaching 135 kids
 - Partnered with 2 Girl Scout troops for programming
- **Old Business:**
 - Weeding Project Update (Adult non-fiction circulation)
 - In-Service Day Recap
 - Community Survey - 333 responses
 - PA Forward Star Program - Bronze Star achieved, working toward 5 silver stars
- **New Business:**
 - ILS Cloud Migration
 - Vision Statement - outlines the worldview of the organization and why it exists
 - "Building a connected and engaged community"

Library Board Meeting

Agenda

2/13/17

- **Pledge of Allegiance**
- **Approve January Meeting Minutes**
- **Adult & Young Adult Services:**
 - BCA Grant application for a “Healthy Living Series” partnership with Community Center
 - Black History Celebration - February 25 from 10:00 - 3:30
 - Moving Adult Computers
- **Children’s Services:**
 - Saturday storytimes (occur monthly) are very popular
 - Preschool Expo
 - Tera the Turtle Update
- **Old Business:**
 - Weeding Project Update & Book Sale Info
 - In-Service Day - customer service focused
 - Community Survey - 269 responses, stay open until the end of the month
 - SWOT Analysis recap
- **New Business:**
 - PEST Analysis
 - Stakeholder Identification

Library Board Meeting

Agenda

1/9/17

- **Pledge of Allegiance**
- **Approve December Meeting Minutes**
- **Adult & Young Adult Services:**
 - Teens helping for community service
 - Increased attendance at our De-Stress December events
- **Children's Services:**
 - Part-Time Circulation Clerk Job Update - hired Jeff Hunsicker and started on January 5th
 - Hired 2 additional circ members, possibly hiring one more circ/page
- **Old Business:**
 - Weeding Project Update
 - PA Forward Star Library Program - information submitted for Bronze Level
 - In-Service Day - officially approved by board and by Sally for February 20th
 - Community Survey - plan to go live this week
- **New Business:**
 - Board Reorganization
 - Coffee Shop possibility
 - SWOT Analysis
 - PEST Analysis
 - Stakeholder Identification

Library Board Meeting

Agenda

12/12/16

- **Pledge of Allegiance**
- **Approve November Meeting Minutes**
- **Adult & Young Adult Services:**
 - De-Stress December Events
 - Partnering with the Community Center to provide fitness programs for 2017
- **Children's Services:**
 - Part-Time Circulation Clerk Job Update
 - Holiday Storytimes & Holiday Display (include all major holidays on one table display - Christmas, Hanukkah & Kwanzaa)
- **New Business:**
 - Strategic Plan Update
 - Staff Information
 - Survey
 - Weeding
 - Project Update
 - Used book sale
 - In-Service Day
 - PA Forward Star Library Program

Library Board Meeting

Agenda

11/14/16

- **Pledge of Allegiance**
- **Approve September Meeting Minutes**
- **Adult & Young Adult Services:**
 - Diwali Celebration
- **Children's Services:**
 - Part-Time Circulation Clerk Job Update
 - Enchanted Library
- **New Business:**
 - Major weeding project
 - Strategic Plan Timeline & Documentation
 - Staff Surveys & Meetings
 - In-Service Training