



Free Library of Northampton Township

Library Board Meeting

October 12, 2023

Board Members Present: Chip Heim (President), Janet Baker (Vice Present), Eleanora Rosso, Charles Beem, and Jessica Freundel

Staff Present: Wayne Lahr (Library Director)

Citizens Present: Paula Gasper (Board of Supervisors Liaison), Bill Klenke (Friends of FLNT representative)

Call to Order

President called the meeting to order at 7:01 PM

Approval of September 2023 Minutes

The Board approved the September 2023 Meeting Minutes unanimously.

Library Director's Report

- Kiosk check-outs by patrons hit the highest mark since their installation in 2020 – 42.5%
- More than 11,000 items have been weeded from the collection this year and more than 5,000 new items have been added; thus creating a more lean, focused, and current collection of materials.
- Outreach events attended in last few weeks included Senator Farry's first Senior Expo, held at the Northampton Valley Country Club. A few days later, the director also participated in the annual Northampton Day community event. Board member, Charles Beem, and library staff member, Megan Geist, also participated at the event.
- Outreach events also included our first publicity of the newly adopted Strategic Plan; including bookmarks and 11x17 posters featuring a QR code link to a digital copy of the document. An email blast focused solely on the Strategic Plan was distributed
- The library has proctored 210 tests year-to-date, well above the number for all of 2022.
- Annual Appeal letter writing has been completed; donation response card is being finished and the mailing list updated; Annual Appeal distribution is targeted for before the end of the month.
- Janet Braker noted the high YTD library door count compared to 2022.

Friends of the Library Report

- The Friends officers will be meeting on Wednesday, October 18 to discuss funding requests made by the library director at their September meeting.

Strategic Plan Status

- Township Board of Supervisors adopted FLNT's Strategic Plan 2023 – 2026 on Wednesday, September 27, 2023 at their monthly meeting. In attendance from the Library Board were Janet Braker, Eleanora Rosso, Charles Beem, and Michael May. A number of positive comments were made by the Supervisors and can be referenced by viewing the meeting video found on the Township's website.
- A great deal of discussion ensued regarding how best to structure the organization and planning for the implementation of the Plan. Ad hoc committees of any size are legally acceptable. We'd like to include staff specifically in planning for Priority 1 and match Board members' skills to specific Priorities. Utilizing a project management tool, digitally or "old school" pen and paper, was considered an important aspect of this planning. Different committees handling different Plan Priorities would not be expected to process this organization in the exact same format. Discussion also included which Board members might wish to work on specific Priorities. A reminder that while there is no hard deadline to complete any of these steps, we should continue to be self-driven to accomplish each. *Finally, Board members were requested to email Chip Heim with Priorities committees they might want to lead and/or be a part of the team only.*

Budget Information

- Planning for 2024 computer replacements as well as the IT Services being used in 2024 is being accounted for in the budget planning.
- Initial discussion has been held about increasing the planned library budget to accommodate some landscape and interior design exploration.
- Discussion also took place about how to use funds from Fund-raising revenue line-item for Strategic Plan implementation and how to "save" those funds from year to year.

Onboarding List and Requirements

- General consensus this topic doesn't need to be discussed and worked on right now as no new members are expected in 2024.
- Janet Braker submitted a few documents to be considered when we do begin working on this item.
- Eleanora Rosso suggested we include a Board/New member training on library finances and how they work within the Township budget.
- Charles Beem suggested we review general Board policies/By-Laws as appropriate.

Public Comment

- No public representation at the meeting however there were 2 very positive comments submitted via email regarding new Strategic Plan from our focused email blast.

For the Good of the Order / Miscellaneous

None

Adjournment

The meeting was adjourned at 8:11 PM

Respectfully submitted,

Michael May, Secretary

Date