



Library Advisory Board Meeting

Thursday, November 18

ZOOM: 983 3133 2641 | Passcode: 821018

12:00 pm

MINUTES

Members Present: Liz Allen, Annie Rosenthal, Trevor Pearson, Kara Murphy, Mary Ann Tempestini, Martha Knuth, Bill Conway, Quyen Aoh

Members Absent: Julie Boam (excused)

Others Present: Sheryl Thomas, Karen Pierce, Alyssa Johnson, Jessica Church, Anitra Gates, Deana Cooper

1. Call to Order

The meeting was called to order at 12:01 pm.

2. Approval of Minutes – October 21, 2021

Martha motioned to approve the minutes as written. Second by Mary Ann.

3. Library Reports

a. Report of Director

Presented by Acting Director, Sheryl Thomas. ECPL Has finished its Keystone Grant application. Interviews are underway for the Edinboro Branch Manager position. Marcus Yuille has accepted a position with the County's HR Department as their new Equity, Diversity, and Inclusion Officer, so we will soon be filling the Outreach Services Manager position- currently posted through 11/22. Marcus and Andrew are involved in a project with the Burleigh Legacy Alliance.

b. Review of Financial Report

Reviewed by Business Office Manager, Deana Cooper. Deana shared that many purchases will show up on the December budget report as year-end-purchases and encumbered monies begin to post. Revenue continues to be low. There is a large amount of savings in wages & fringes this year due to turnover and vacancies. She also called out savings in the Travel expense line as many conferences turned virtual this year.

c. Statistical and Other Reports

Sheryl reviewed the statistics report for October 2021, noting the increasing trend in digital materials circulation.

d. Staff Report: Presentation of Collection Survey Results

Anitra Gates, manager of Tech Services, provided an overview of the recently completed Collection Survey. She offered that the survey was called for in the library's strategic plan and is the first to be completed in over 10 years, or perhaps the first of its kind altogether. The survey design was simple as she wanted a baseline to build upon. It used easy-to-read language so that it could be answered by a broad audience. Over 300 responses were collected via digital and paper submissions; the majority came from patrons at the Lincoln branch. Much of the results were unsurprising, but overwhelmingly positive. Formal results were shared with a team of Librarians and they have been tasked with creating direct action steps. One reassuring result was the preference of responders for

hardcover books—this preference is useful to justify the cost of purchasing hardcover over paperback copies.

e. [Report of District Consultant](#)

Jessica Church, district consultant, shared updates on library funding (including ARPA) noting that all district libraries submitted their applications/waiver requests on time this year. She invited board members to complete the survey informing OCL's next 5-year plan at:

<http://s.alchemer.com/s3/Pennsylvania-LSTA-Survey-2021>

Due to supply issues the new delivery van is not expected to be purchased until Spring. The COVID-19 Book of Remembrance continues to tour the PLEC locations.

4. Board and Committee Reports

a. [Report of County Council Liaison](#)

None.

b. [Report of Friends and ERLF](#)

None.

5. Unfinished Business

a. [Presentation of proposed changes to the bylaws](#)

Tabled from last meeting; no updates provided for this meeting. Struck from agenda.

6. New Business

a. [Approve update to Policy #961 \(change in yellow\)](#)

Language in the previously adopted policy was updated to reflect the 5-year renewal cycle for volunteer-level child abuse clearances. Bill motioned to approve. Second by Mary Ann. All aye.

b. [Approve New Policy: ACCESS PA](#)

The proposed new policy expressly states those services that ECPL chooses to offer to participating ACCESS PA library cardholders. Motion by Trevor to approve. Second by Martha. All aye.

c. [Approve Update to Policy # 718 \(highlighted, aligns with new policy\)](#)

Policy update to clarify that non-resident cardholders are ineligible to receive remote database access. Motion by Martha to approve. Second by Bill. All aye.

d. [Vote for 2022 Library Advisory Board Officers](#)

No officer changes were proposed at the annual meeting. Board recommended voting on the existing slate in a single motion: Motion by Bill, second by Martha, all aye. Motion to elect the existing slate of officers for appointment in 2022 made by Bill, second by Martha, all aye. A discussion ensued regarding how a change in elected officials may/may not alter the appointment terms of board members.

7. Adjournment

Martha motioned to adjourn the meeting at 12:30 pm. Second by Bill.