

TOWANDA DISTRICT LIBRARY
MINUTES for September 7, 2022
Special Board Meeting
7:00 PM

ATTENDEES: Rachel Ballenger, Amy Bogner, Christine Kirk, Judy Michael, Mark Schwamberger, Rochelle Wardell, Audra Wyant

ABSENT: None

Meeting called to order at 7:00 pm.

PUBLIC COMMENT

- No requests for public comment were made 24 hours in advance to the Board.

BUSINESS

OCLC/ILLINET

- When Audra and Christine were organizing the Director's office, they discovered paperwork that the former director had cancelled TDL's OCLC/ILLINET membership.
- Rachel explained that OCLC and ILLINET are the interlibrary loan systems for the State of Illinois and all the United States as well as research databases.
- Rachel emailed the designated contact person at the State Library. Rachel reports OCLC & ILLINET have been reinstated. No additional fees were charged to TDL beyond the regular annual fee.

BAKER & TAYLOR ACCOUNT

- Also, it was discovered the prior director cancelled TDL's Baker & Taylor account.
- Rachel explained that Baker & Taylor is a bookseller for libraries. TDL has an account so that the library's favorite/most popular authors' books arrive early for cataloging so they can be ready to go on the book's release date.
- Rachel emailed the Baker & Taylor account representative to see if the account can be reopened. Rachel is working with Jennifer at Baker & Taylor to reinstate the TDL account. It will be no problem to reopen the account, however all of TDL's preferred authors will have to be chosen again. Rachel will work with Baker & Taylor to get this accomplished.

IPLAR

- Rachel has completed the IPLAR by the deadline of September 1st.
- Rachel had assistance from Lucy Loper, the President of the Lexington Public Library, as well as staff at RSA and RAILS.

CYBERNAUTIC

- Audra reports the multi-year contract TDL had with Cybernautic is now cancelled. Cybernautic owned the rights to the website www.towandalibrary.org. Due to the circumstances surrounding TDL's website and the Director situation, Cybernautic was gracious enough to waive the cancellation fee.
- As of today, TDL has the rights back to the website.
- Audra plans to merge both the old (towandalibrary.org) and the new (towandadistrictlibrary.org) websites into Square Space. Should a patron use the www.towandadistrictlibrary.org URL, they will be automatically redirected to the old website.

STATUS OF PHYSICAL BUILDING/ORGANIZATION

- Audra and Christine worked in the library on Saturday, 8/20 for the afternoon organizing the Director's office and other areas of the library. Since then, Audra has come in many additional days to further organize and reconstruct the Children's Area.
- Audra's husband cut the lock of the shed and many Children's Area items were brought back in the building from the shed. The shed also contained many empty storage tubs. A new lock has been put on the shed.
- Rachel has been coming in frequently to check-in returned books and shelve them.
- As of tonight, the library is in pretty good shape, but is still not completely organized.
- Rachel took a class on how to run RSA reports. She reports there are 548 books still checked out to TDL patrons as well as patrons from other libraries through interlibrary loan. Rachel will continue to check books back in as they are returned.
- Rachel has also been in discussion with RSA regarding renewing patrons library cards that have expired. TDL could opt to do a large batch renewal, but it would take time.

UNCATALOGUED BOOKS

- The prior Director told the Board that TDL was all caught up with cataloging the backlog of uncatalogued books that date back to the beginning of 2022. While organizing, Audra and Christine discovered the prior Director had put all those uncatalogued books into drawers and that they are STILL uncatalogued.
- All together, about 200-300 uncatalogued books, dating back to 2021, still need catalogued.

- The Director of the Bloomington Public Library, Jeanne Hamilton, suggested TDL could contract with RSA to train staff on how to catalog books to avoid this backlog in the future.
- Rachel is currently taking a class on cataloging books. The Board would like Rachel to report back on what is a reasonable timeframe to expect it to take to catalog new books going forward.

DIRECTOR'S SEARCH

- After the August 16th meeting, Christine posted the Director opening job ad on Indeed, IHLS, Handshake, and ILA. Rachel posted the job opening on RAILS. The Indeed listing has yielded 5 applicants to date, and the RAILS job ad 1 applicant.
- Audra and Christine completed an initial interview with 1 Director candidate via Zoom and explained the current situation at TDL with the temporary closure. The candidate expressed he had interviews pending with several other libraries and would like to explore those options first, prior to considering the position at TDL.
- There have been an additional 4 Indeed applicants that were rejected based on a combined lack of an MLS degree and no library experience.
- Christine and Audra interviewed the 1 RAILS applicant and another Indeed applicant tonight before the Special Meeting. Both were unsuitable candidates.
- Audra created a handout for the Board that outlines the four options available to TDL at this time. They include:
 - 1) Remain closed and hire Adkisson Search Consultants to assist with the Director Search.
 - 2) Enter a temporary contract with BPL and Continue the Director Search as-is or with Adkisson Consultants.
 - 3) Remain closed and continue the Director Search as-is.
 - 4) Enter a long-term contract with the BPL for library services.
- Rachel also expressed a willingness to become Interim Director to help reopen the library as soon as possible.

POSSIBILITY OF CONTRACTING LIBRARY SERVICES

- Jeanne Hamilton reached out to Christine via email on August 20th offering any assistance BPL could provide to TDL, including the possibility of a contractual relationship with BPL to provide library services in Towanda.
- Audra met with Jeanne on Wednesday, 8/24 to discuss how BPL could assist TDL.
 - Jeanne offered BPL as a possibility for temporary daily assistance until a new Director is hired. The number one complication is that Bloomington utilizes the Polaris checkout system, whereas TDL and NPL use

Symphony-SirsiDynix. BPL employees would need to be trained on the Symphony-SirsiDynix system before TDL could open its doors.

- This temporary assistance option would offer no programming, just running the desk to allow patrons in the building to check out materials.
- o Another possibility Jeanne presented would be a long-term contractual agreement between BPL and TDL where TDL would become a branch of BPL. This would require a minimum 5 year commitment.
 - The TDL Board would still exist, BPL will handle all day-to-day operations that a Director would.
 - BPL would handle all programming.
 - The TDL checkout system would switch from Symphony to Polaris and require time to migrate everything over.
 - TDL would have access to all of BPL's online resources.
- All options #1-4 mentioned above have pros/cons, which the Board discussed at length. The biggest concern is keeping the library doors closed for several more months, which any of these options could require depending on how long it takes to find a new Director.
- The Board also discussed that the Director salary may need to be increased, and the possibility of a health insurance stipend may need to be explored.
- Mark reminded the Board that for large expenditures, part of due diligence would include getting multiple bids to ensure the Adkisson rate is reasonable.
- The Board determined that they would take until the September 20th meeting to mull over the options presented tonight, with the expectation that a vote will be taken on the 20th regarding how to proceed.
 - o Judy volunteered to obtain the multiple bids for consulting services if Audra and Christine provide her with names of firms.
 - o Audra will contact Phil to discuss the possibility of Rachel becoming Interim Director and the timeline/legalities that would involve. Audra will also ask Phil if he has any search consulting firms he could recommend.
 - o Rachel will put together a proposal of what her role as Interim Director would look like, should the Board choose to pursue that avenue.

Rochelle motioned to adjourn the meeting.

Judy seconded the motion.

Unanimous approval.

Meeting adjourned at 8:12 pm.