

Boyertown Community Library
Board of Trustees Meeting
August 22, 2023

Meeting was called to order at 7:02 PM. The meeting was held at the Boyertown Community Library.

In attendance: Tina Brown, Kelly Kindig, Cindy Mellor, Rob Kistler, Pat Nunan, Justin Hall, Andrea Kershaw (virtual), Sara Bates, Kathy Kolb, Director Denise Pulgino-Stout

Absent: None

Guests: Amanda Burkhard-Sell

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the June Board of Trustees meeting of June 27, 2023.
 - a. Pat motioned to approve the minutes of the June Board Meeting. Justin seconded. All in favor. Motion approved.
5. Report of the Director
 - a. Denise distributed a detailed report prior to the meeting.
 - b. Denise discussed the new System requirement of having a “ways to wellness” space in the library, and her desire to serve warm drinks and pre-packaged food. No one on the board was opposed to this. This would be paid for with BCCF funds.
 - c. There is now a library-funded cell phone for the Director.
 - d. Denise is trying to develop a reading to dogs program along with a rescue dog group. This could also be part of the wellness initiative. Denise will check the insurance policy to make sure this program would be allowed under the policy.
 - e. A neighbor has asked Denise if she could be allowed to park in the library lot due to an issue with her own parking space at her apartment. It was decided this would be discussed during the Facilities Committee report.
 - f. Network for Good is now finished; everything has been fully transferred to Auxilia.
 - g. Denise passed her public notary test. She needs to go to the courthouse to get her license then she will begin to offer notary services at the library.
6. Report of the Treasurer
 - a. Cindy discussed the financial reports distributed prior to the meeting. The bank accounts look healthy.
 - b. Denise’s spending budget is right on track.
 - c. Due to political reasons, the state budget still has not been passed. Denise is concerned that if it isn’t passed soon it will affect the timing of when we receive 2024 first quarter state funds, causing a potential cash flow problem.
 - d. The electric bills have been high, almost double what they were last year at this time. Denise will have Dave check the bill to see what our current rate is, see if it has changed, and possibly shop around for a new supplier.
 - e. The audit is complete, and the report has been submitted. The auditors recommend that the money in the building fund be spent. Cindy motioned to move the money in the fund

to the checking account so it can be used for the ongoing renovation projects, and close the account. Kelly seconded. All in favor. Motion approved.

- f. Pat motioned to approve the July financial statements. Justin seconded. All in favor. Motion approved.

7. Committee Reports

a. Executive (Tina)

- i. The minutes from the July 27, 2023 committee meeting were distributed. Denise may need to take a medical leave of absence and will know for sure by September 12th. The library now has an eBay account, and Rick is going to try to sell some of the unused things he has found in the basement.

b. Facilities (Pat)

- i. Pat discussed the projects that have been completed since June and the current work in progress.
- ii. Pat received proposals for blinds for the interior and exterior windows. Along with Justin, they also calculated approximate prices if we were to shop, buy and install the blinds ourselves. Pat motioned to approve \$8,540.42 for Becker Home to install new blinds. Kathy seconded. All in favor. Motion approved.
- iii. Pat discussed the proposals she received for new shelving for the children's and adult media rooms. She was only able to find two companies in the area that make this kind of shelving. Pat motioned to approve \$34,089.25 for J.P. Jay to install new shelving, \$21,469.69 of which will be paid for from a previous gift to the library earmarked for the children's wing. Justin seconded. All in favor. Motion approved.
- iv. The board discussed non-library patrons parking in the library lot in order to go to the coffee shop next door, as well as the previously mentioned neighbor asking to use the lot. The neighbor will be told no, so as to not set a precedent. A letter will be sent to local/nearby businesses to ask them to ask their patrons not to park in the library lot.
- v. Justin discussed the additional proposals received to build the conference room wall. Justin motioned to approve \$9,975.00 for Powanda & Son to build the wall, with the caveat that it be finished before September 15, 2023 or otherwise not to be started until October 23, 2023. Cindy seconded. Pat abstained. Everyone else in favor. Motion approved.
- vi. Pat discussed the list of upcoming projects and other projects that will need to be addressed in the future.

c. Finance (Cindy)

- i. The committee met to discuss investing some of the money in the savings account. Cindy discussed some of the options available to the library. She will arrange to have an investor make a presentation at a future board meeting.

d. Fundraising (Andrea)

- i. The committee has been hard at work preparing for the basket raffle. They and Joanie at Union Jack's have been working to secure more vendors and music for the Books & Brews event in September. Sara has set up a special website for the basket raffle via Auxilia which is now live for patrons to use to purchase tickets online.

- e. Governance (Kelly)
 - i. All policies have been reviewed and will be sent out for board approval shortly.
- f. Planning (Tina)
 - i. There was a discussion about the upcoming development meeting and current grants available to the library.
- 8. President's Report (Tina)
 - a. An ad-hoc recruitment committee has been formed and is working on finding new board members and working with DAZA on a board assessment process.
- 9. Old Business
- 10. New Business
 - a. Amanda stated that the Friends has a significant amount of money available to be used for any project the board would like. Denise suggested it be used for the adult media room shelving.
 - b. The Friends would like to throw a staff appreciation luncheon.
- 11. Good of the Order
- 12. Cindy motioned to adjourn the meeting. Pat seconded. All in favor. Motion approved. Meeting adjourned at 8:59 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on September 26, 2023, at the Library, commencing at 7:00 PM.

Action Items

None