

Boyertown Community Library
Board of Trustees Meeting
April 28, 2020

Meeting was called to order at 7:09 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic and in accordance with the Governor's Executive Orders.

In attendance: Cindy Mellor, Andrea Kershaw, Kelly Kindig, Pat Nunan, Chuck Wohl, Rob Kistler, Justin Hall, Jalma Marcus, Director Susan Lopez

Trustees absent: Lori Carnes

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the March Regular and Special Meetings
 - a. Susan noted that the minutes should say that the next meeting is April 28, 2020, rather than April 21, 2020.
 - b. Cindy motioned to approve the minutes of the March Regular and Special meetings. Pat seconded. All in favor. Motion passed.
4. Report of Treasurer
 - a. Cindy reported that the March financials were fairly positive, despite the shut-down. April, however, likely will not be as positive. Cindy noted that there was an oil delivery, which caused the utility expenses to increase.
 - b. Andrea motioned to approve the March financials. Justin seconded. All in favor. Motion passed.
5. Report of Director
 - a. Susan noted that the statistics in her report are low in light of the shut-down.
 - b. Every week, Susan meets with Lisa and Sairra on Zoom to discuss the week's projects. Lisa and Sairra have been updating the library's social media accounts, including the creation of two Instagram accounts, to engage the community during the shut-down.
 - c. Susan has been meeting with other library directors via Zoom once a week.
 - d. Sairra decorated the front window of the library with hearts in conjunction with an initiative of Building a Better Boyertown.
 - e. Susan also is keeping in touch with the community through Building a Better Boyertown and the Berks-Mont Business Association.
 - f. The library will be using a virtual platform for youth summer reading, which is being funded in large part by the Friends. Jalma asked whether the platform also could be used for the adult book clubs. Susan believes that the software will be amenable to book clubs if they want to use it.
 - g. The Annual Fund drive letter will be going out soon.
6. Committee Reports
 - a. Facilities (Pat)
 - i. Pat reported that Dave was instrumental in taking care of the property during the shut-down, including with respect to the heater, which has been installed and is operational.

- ii. Line painting has been postponed to warmer months.
 - iii. Dave has done a great job with tackling some of the repairs and renovations at the vacant commercial property.
 - iv. There are some additional repairs and maintenance that will need to be done in the near future. One of the larger projects is dealing with the oil tank underground, beneath the parking lot. Boyertown Oil has agreed to transfer the remaining oil to the rental properties, although some oil will not be salvageable. We then will have to decide what to do about the tank, which could be to abandon it or remove it. The project could cost about \$10,000 to \$20,000, which can be deferred until spring 2021.
 - v. Pat discussed some outdoor maintenance that could be performed by Douglas, if the financials allow for it. Susan and Pat will discuss this further.
 - b. Fundraising Committee (Andrea)
 - i. No report
 - c. Executive Committee (Chuck)
 - i. No report
 - d. Governance Committee (Chuck)
 - i. No report
 - e. President's Report (Chuck)
 - i. No report
- 7. Old Business
 - a. None.
- 8. New Business
 - a. The Board discussed the need for thinking about how to reopen the library under social distancing guidelines, such as whether physical changes will need to be made to the library space. Susan and Pat will begin discussing these issues.
 - b. Susan was attempting to organize a blood drive through Miller-Keystone, but Miller-Keystone decided to cancel all blood drives for the foreseeable future.
- 9. Meeting was adjourned at 7:58 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on May 26, 2020 at the Boyertown Community Library (if the Governor's order has been lifted and the library has reopened), commencing at 7 PM.

Action Items

None.