Boyertown Community Library
Board of Trustees Meeting
August 25, 2020

Meeting was called to order at 7:16 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: Lori Carnes, Kelly Kindig, Pat Nunan, Chuck Wohl, Rob Kistler, Justin Hall, Jalma Marcus, Andrea Kershaw, Director Susan Lopez

Trustees absent: Cindy Mellor

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the June Regular Meeting
   a. Jalma motioned to approve the minutes of the June meeting. Pat seconded. All in favor. Motion passed.
4. Report of Chair
   a. Chuck reported that Amanda Burkard-Sell, President of the Friends of the Library, informed him that there was a book sale that was conducted in July pursuant to social distancing protocols. In addition, the Friends are accepting book donations on Tuesdays from 9 AM to 12 PM. The Friends continue to meet on the first Wednesday of the month at 6 PM.
5. Report of Treasurer
   a. Chuck provided a report in Cindy's absence.
   b. The Board discussed highlights of the financials that Cindy distributed prior to the meeting.
   c. The Board discussed funding from the municipalities and a plan for approaching municipalities to educate them about what the library has been doing and to continue to provide financial support to the library.
   d. Lori motioned to approve the July financials. Andrea seconded. All in favor. Motion passed.
6. Report of Director
   a. Circulation numbers are starting to look better.
   b. Susan hired a new Youth Services Coordinator who starts on August 26, 2020.
   c. Susan completed a leadership program offered through the county library system.
   d. Susan attended a meeting of the Parks and Recreation Committee at Boyertown Borough related to the Storywalk program.
   e. Susan was approached by an individual seeking to hold a political debate for candidates for state representative. The Board discussed and believed that it would be an acceptable use of the library's public space rental policy.
7. Committee Reports
   a. Facilities (Pat)
      i. There have been some plumbing problems in Dr. Carr's unit, which have been addressed.

      ii.   Boyertown Oil must complete some work required by the License & Inspection department related to the heater.

     iii.   Tina requested to place signage in the library building for her building. Pat told Tina that she could go ahead with that.

     iv.   The Board discussed the status of the property management contract. The services currently being provided pursuant to that contract are not fulfilling the library's needs. The committee will begin researching other options for property management companies to potentially replace the current company upon expiration of that contract. The Facilities Committee will provide a financial analysis of the buildings' costs and income for the Board's consideration at the September meeting.

      v.   The Board also discussed the current listing contract for the available unit at the building and potential options.

  b. Fundraising Committee (Andrea)

      i.   Andrea has attended several Zoom meetings regarding the Amazing Raise. Andrea is working on a flyer and other communications for patrons to educate them about the Amazing Raise and encourage giving.

8. Old Business

  a. None.

9. New Business

  a. The Finance Committee will meet to discuss budgeting.

  b. The Board discussed the situation at the Spring Township Library regarding its funding.

  c. The Board discussed compensation issues related to Dave (maintenance personnel) who performs work outside of normal work hours and on an emergency basis. Pat made a motion to approve report and call-in pay for Dave to perform maintenance work. All in favor. Motion passed.

10. Meeting was adjourned at 8:32 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on September 22, 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.