

Boyertown Community Library
Board of Trustees Meeting
August 24, 2021

Meeting was called to order at 7:01 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

In attendance: Cindy Mellor, Kelly Kindig, Pat Nunan, Chuck Wohl, Rob Kistler, Justin Hall, Andrea Kershaw, Tina Brown, Sara Bates, Kathy Kolb, Director Susan Lopez

Trustees absent: None

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the June Meeting
 - a. Tina motioned to approve the minutes of the June meeting. Justin seconded. All in favor. Motion passed.
4. Report of Treasurer
 - a. Cindy discussed the financials distributed prior to the meeting. We continue to be operating below budget. Cindy moved money from the checking account to the savings account. Cindy also reported that the Library applied for forgiveness of the PPP loan, and the forgiveness was approved.
 - b. Pat motioned to approve the June and July financials. Rob seconded. All in favor. Motion passed.
5. Report of Director
 - a. The summer continues to be very busy. We distributed over 1,000 reading kits this summer.
 - b. Beanstack usage is up over last year.
 - c. The new book returns have been installed, and Susan disposed of the old book returns.
 - d. Susan hired a new Youth Coordinator, Denise.
 - e. Susan attended the Berks-Mont business association meeting and toured the new General Spaatz museum.
 - f. The new copiers will be arriving soon. The vendor will dispose of our old machines.
 - g. Susan recently joined the board of the Boyertown Parks and Rec Board, as it is a natural fit with the Library and its activities.
 - h. Sue Elphick will be retiring this week. She worked at the library for about 19 years and her service has been appreciated.
 - i. Susan has increased the hours of some staff to account for the changes in staffing.
6. Committee Reports
 - a. Executive (Chuck)
 - i. The committee had to address an emergency at one of the commercial rental properties as a result of the air conditioner malfunctioning during one of the

hottest weeks of the summer. The committee approved the purchase of a new air conditioning system for that unit on an emergency basis.

- ii. Andrea motioned to approve the interim actions of the Executive committee. Pat seconded. All in favor. Motion passed.
- b. Facilities (Pat)
 - i. The committee recently had the roof inspected, which resulted in the identification of numerous issues that need to be addressed. One contractor provided an estimate of \$78,000.
 - ii. There are some other maintenance issues that will need attention soon, as detailed in the committee's written report distributed prior to the meeting.
- c. Finance (Cindy)
 - i. Tina motioned to approve the cash management policy. Justin seconded. All in favor. Motion approved.
- d. Fundraising (Andrea)
 - i. Andrea attended a meeting for the Amazing Raise, and will be meeting with the director again this week. Andrea is continuing to work on organizing the basket raffle.
 - ii. There will be a meeting this week related to the annual Frisbee golf fundraiser in the fall.
- e. Planning (Tina)
 - i. Tina has begun reviewing materials for the strategic plan. The committee will be meeting to kick off the process.
- f. Governance (Kelly)
 - i. Chuck distributed a draft of the Employee Handbook prior to the meeting. Trustees are asked to review the draft prior to September 12 so that the Board can consider a motion to approve the Handbook at the September meeting.
 - ii. Chuck discussed the System Membership Agreement that the System is requiring all members to sign as a condition of membership and receipt of continued funding. Chuck discussed the history of the agreement and dissent among member libraries regarding the agreement, as well as some changes that the System made in response to concerns raised by the members. Chuck asked Trustees to review the Member Agreement, a copy of which he distributed by email prior to this meeting, and be prepared to provide comments by September 12. We must sign and return the agreement by September 30 to meet the System's deadline, so it is important for Trustees to review the agreement prior to September 12. We will convene a special Board meeting to discuss any concerns raised by Trustees.
- g. President (Chuck)
 - i. There will be interviews of potential candidates for the development position.
- 7. Old Business
 - a. None.
- 8. New Business
 - a. None.
- 9. Good of the Order
- 10. Meeting was adjourned at 8:03 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on September 28, 2021, via Zoom, commencing at 7 PM.

Action Items

None.