

Boyertown Community Library
Board of Trustees Meeting
August 23, 2022

Meeting was called to order at 7:09 PM. The meeting was held at the Boyertown Community Library.

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

Absent: Justin Hall, Director Denise Pulgino-Stout

Guests: None

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the June Board of Trustees meeting
 - a. Kelly motioned to approve the minutes of the June meeting. Pat seconded. All in favor. Motion approved.
5. Report of the Director
 - a. In Denise's absence, Chuck referred us to her June and July reports
 - b. Denise will begin purchasing items for the Library of Things
 - c. Youth Services Coordinator job opening has been posted. Denise is ideally looking for someone with an MLS, who can work 35 hours per week and serve as Assistant Director.
6. Report of Treasurer
 - a. Cindy that the cash levels in the accounts look good and revenues are up.
 - b. Tina motioned to approve the July financial reports. Andrea seconded. All in favor. Motion passed.
7. Committee Reports
 - a. Executive (Chuck)
 - i. The committee met to discuss Chuck's decision to pay library employees for time lost due to the library closings for the failing air conditioner. Everyone was in agreement that this was appropriate, and the matter would be brought before the full Board for official approval in event closings to continue to occur.
 - ii. Kelly motioned to approve the continued payment of library employees due to time lost in the event the library needs to close because of air conditioner malfunction. Sara seconded. All in favor. Motion approved.
 - b. Facilities (Pat)
 - i. Rick is working out really well as maintenance technician.
 - ii. Pat set up a tax exempt account with Ferguson Enterprises so Rick can purchase supplies and materials. He will need a credit card to do this and for other materials they do not carry.
 - iii. The compressor for the air conditioner is ordered and should arrive any day now.
 - iv. The windows and gutters for 29 E. Philadelphia Ave will be installed in September.
 - v. New railings have been installed at 29 & 31 E. Philadelphia Ave. Rick will re-paint the old remaining railing at 31 E. Philadelphia Ave. to match.

- vi. There was a clogged sewer pipe at 29 E. Philadelphia Ave. due to the use of “flushable wipes.”
 - vii. The thru-wall A/C at 31 E. Philadelphia Ave needs to be replaced.
 - viii. Bitcreative is still working on the HVAC controller installation. More new valves need to be purchased and replaced than originally thought. They will absorb some of this cost and find a plumber to install them. Dave as given them a time limit of no later than September 15 to finish the project. The computer system is up and running, Rick knows how to use it and Denise will be trained.
 - ix. The Kitchen renovation is proceeding and should be completed by the end of September.
 - x. R.T. Brown is interviewing contractors to build their wall.
- c. Finance (Cindy)
 - i. No report.
 - d. Fundraising (Andrea)
 - i. The basket raffle planning is proceeding.
 - ii. Larry O’Toole, owner of Boyertown Ice Cream & Water Ice Factory, will be holding a fundraiser at his shop on September 23 and plans to donate 25% of the proceeds to the library.
 - iii. The disc golf fundraiser will be on September 24.
 - e. Governance (Kelly)
 - i. The purchasing policy and patron code of conduct are being revised.
 - f. Planning (Tina)
 - i. No report.
8. President’s Report (Chuck)
- a. The lease for Becker Home at 31 E. Philadelphia Ave will be finalized soon.
 - b. BCPL has hired pre-school specialists to research programming opportunities for pre-school age children.
 - c. BCPL has developed a “floating collection.”
 - d. BCPL is inviting comments on their by-laws which will be voted on in November.
 - e. The State has increased the budget for libraries by 17%.
 - f. BCPL has approved the funding formula for 2023. Chuck will distribute the details per request.
9. Old Business
- a. None.
10. New Business
- a. The Board discussed raising the credit limit on the Maintenance Technician credit card and the Director credit card to \$3000.00. Pat motioned to approve this. Cindy seconded. All in favor. Motion passed. The bank will be notified.
 - b. A letter will be sent to tenants at 29 & 31 E. Philadelphia Ave to advise them to refrain from flushing “flushable wipes.”
 - c. Pat recommended purchasing another book bin due to it always being full on Sundays. Chuck pointed out that it has had mechanical failures causing it to jam. Denise will be advised to contact the manufacturer about having it serviced.

- d. Tina would like to have an incoming mail receptacle for when the library is closed for emergencies or due to inclement weather. The Facilities Committee will follow-up on that.
 - e. Pat suggested acquiring another bench outside for people accessing the wifi to use when the library is closed.
 - f. Pat suggested the library should join the Tri-County Chamber of Commerce for networking opportunities.
11. Good of the Order
12. Tina motioned to adjourn the meeting. Andrea seconded. All in favor. Meeting was adjourned at 8:24 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on September 27, 2022, at the Library, commencing at 7 PM.

Action Items

None.