

**Boone Area Library Board of Trustees Meeting  
Tuesday, April 21, 2020**

**Call To Order:** The meeting was called to order at 7:04 pm by Chair Mary Picariello. The meeting was held via Zoom. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Stephanie Woomer, Lisa Kraljevich and Bridget Scogna.

**Minutes:** The Minutes of March 2020 meeting were reviewed. Sue motioned to accept the minutes. Lisa seconded. The motion passed.

**Report of the Director:** Lisa presented in absence of a Director. Highlights:

- Monthly Director's Report requested by Systems. Jeff helped Lisa in filling in statistics.
- Program numbers for March are almost ½ of February related to closing March 13<sup>th</sup> related to COVID-19.
- Lisa and Sarah posting on Facebook.
- Story Riders from Berks on Facebook.

**Report of the Treasurer:** Steph presented the Treasurer's report. Highlights:

- Received Traveler's Cyber Grant for \$1,000.00 to be used for building funds.
- Unable to get into contact with First Data to remove Clover lease.
- Payroll to be done by next Monday. Will use average of past three months for hours.
- Discussed local funding. Birdsboro pays quarterly. Union pays twice a year in April and September. Amity pays twice a year in June and December. Birdsboro and Union pay automatically. Need to request from Amity.
- Reported that the library did receive the Paycheck Protection Loan of \$20,247.00 and it is in our checking account. Will be used for payroll and utilities for eight weeks.
- Steph discussed having access to electronically view banking account.

Lisa made a motion for Steph to be able to access banking account and history from home, view account but not make any transactions while COVID-19 crisis is in effect. Sue seconded. The motion passed.

Steph made a motion to pay employees for the month of May whether the library is open or closed. Mary seconded. The motion passed.

Sue made a motion to accept the Treasurer's Report. Bridget seconded. The motion passed.

**Report of the Chair and Trustees:** Highlights:

- Sarah and Crescenda have access to library emails.
- Discussed training to be done on Web Junction. Mary informed staff of courses which are required. Certificates for training will be recorded.
- Discussed staff coming into building to complete various duties. Will use social distancing and masks.
- Discussed Summer Reading Program.
- E resources for patrons discussed. Overdrive and Libby are available.
- Tumble Books, picture books for children, offering free links which are being posted by Sarah.
- Ancestry.com currently offering free links to site.
- Discussed Board training. Steph will check on requirement educations for Trustees.

**Report of the Human Resource Committee:** Mary presented an update. Highlights:

- Discussed the candidate interviewed for Director on 4/2/2020.
- Lisa will reach out to the state regarding Kutztown University's Library degree and if it meets the requirements for a Master's degree.
- Discussed current search for a Director.
- Mary started New Hire Training Checklist.

**Report of the Grant Committee:** Bridget presented an update. Highlights:

- Discussed National Endowment for the Humanities Grant. Can request up to \$30,000 based on our operating costs. Due date is 5/11/2020. Cannot overlap with other grants, awards and loans. Possibly using for Hoopla or other digital options.
- Received \$2,000.00 grant from Berks Community Foundation for lost revenue.

**Report of the Fundraising Committee:** Lisa presented an update. Highlights

- Fundraising through Giant Robo Printing. Library receives 50%.
- Kimberton Whole Foods check received for over \$1,000.00.
- Discussed Duck Race flyer and postponing the event. Possibly holding in conjunction with end of Summer Reading Program. Using money designated for promotion for Duck Race banner.
- Received close to \$500.00 for Redner's receipts. (Receipts expiration date to be within 3 years.)
- Boyer's cards receive 1% to library and is sent automatically to library.
- Will explore Crowdsourcing.
- Bridget questioned status of credit card for items for Goodie Bags for new residents.

**Report of the Policy Committee:** Chrissy presented an update. Highlights:

- Sent Purchasing Policy for review. Document and Retention Policy also sent for review.
- Listed other policies which can be sent and revised if needed. Prioritize what is necessary.
- Discussed Policy Audit. Fixed Asset, Expense Allocation and Liquidity Available and Board Designation are three policies needed which we don't have currently.
- HR Committee will work on Personnel Policy/Employee Handbook.

**Report of the Property Committee:** Mary presented an update. Highlights:

- There is a leak in the corner of the Bruce Hoffman Room. Mortar is coming off wall.
- Mascaro's roofer did come out to inspect roof last Summer but did not follow up. Question was raised which roof was replaced by Mascaro's roofer. Estimates for repair will be explored.
- Heat in the building was decreased to 60 degrees while the building is empty.

**Old Business:** Highlights:

- Mary questioned whether an application for the Friend's Grant was ever submitted. Discussed Emergency Grant and Special Projects Grant through the Friend's Grant. To possibly be used for electric bills related to fire.

**New Business:** Highlights:

- Chrissy gave an update on the Giving Letter. Discussion ensued regarding content, format and mailing list.
- Sarah in discussion with Lisa was looking for guidance in purchasing for Summer Reading Program.
- Plans to be made for a staff meeting.
- Discussed purchasing Zoom Pro. Bridget made a motion to purchase Zoom Pro. All agreed. Chrissy will research.
- Ideas for decreasing costs were explored.
- Discussed improving lighting. Lisa is working with Maxwell Lighting and will report on her findings.

**Adjournment:** At 9:34 pm, Sue made a motion to adjourn the meeting and Chrissy seconded. The motion passed. The next meeting is May 19, 2020 at 7pm.

Respectfully submitted,  
Kimberly J. Unger, Secretary