

**Boone Area Library Board of Trustees Meeting
Tuesday, December 17, 2019**

Executive Session: An Executive Session was requested by Library Director Rebecca Clark-Mays. Rebecca reported on her meeting with Berks County Systems consultant Stephanie Williams. Discussion involved non-profit Sunshine Laws.

Call To Order: The meeting was called to order at 7:00 pm by Vice Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Lisa Kraljevich, Bridget Scogna, and Library Director Rebecca Clark Mays. Cheryl Martinozzi and Stephanie Woomer were absent.

Presentation: Ethan Unger from Boy Scout Troop 595 presented to the Board his ideas for an Eagle Scout project involving the library. He discussed painting four rooms in the library to improve beautification of the building. This would help the library obtain their long-range goal to maintain and improve the physical condition of the building. Lisa made a motion to accept Ethan's proposal. Bridget seconded. The motion passed.

Minutes: Sue made a motion to review the minutes of November 2019 over the internet. Lisa seconded. The motion passed.

Report of the Library Director: Rebecca presented the Director's report. Highlights:

- People count is up. Statistics reviewed.
- Instagram has been added.
- Discussed weather related closing of the library.
- Questioned who will be doing the shoveling at the library. Lisa will check with Charlie Magee who shoveled last year.
- Christmas raffle drawing will be held on 12/21. Cheryl will be drawing the winners at 10am.
- Provided attendance numbers and money raised from Breakfast with Santa, Holiday Photos, Christmas Carnival and 50/50 raffle.
- Reviewed upcoming programs for 2020.
- Children's Service's Director Randy Liszewski started on December 3rd.
- New Library Aide Brittany Bottomley started on December 3rd.
- Discussed ideas for fundraising in 2020.

Report of the Treasurer: Sue presented the Treasurer's report. Highlights:

- Funds from Friends was \$1,000.00.
- Discussed income from Breakfast with Santa.
- Reviewed gas and electric bills for November.
- Discussed non-profit status to be supplied to Ricoh (printer company)

Mary made a motion to accept November's Treasurer's Report. Kim seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Gift purchased for outgoing Chair Cheryl Martinozzi.
- Discussed use of Amazon Prime.
- Discussed obtaining a credit card for library use from a different bank than currently used.
- Chrissy reported on her research on cash registers. Discussed the use of Square for credit cards and Market Place for raffles.
- Bridget will research if a register can transfer information to QuickBooks.

Report of the Fundraising Committee: Highlights:

- Discussed keeping track of food used and what is needed.
- Having what is spent by each Board Member being noted.
- Lisa will be planning indoor Winter Flea Markets for the next few months.
- Members: Chair: Lisa, Kim and Bridget.

Report of the Human Resource Committee: Highlights

- Updates given by Mary. Meeting to be held in the new year.
- Members: Chair: Mary, Lisa, Kim and Rebecca.

Report of the Audit Committee: Highlights:

- Updates given by Chrissy. Meetings to be held.
- Members: Chair: Chrissy, Steph and Sue.

Report of Policy Committee: Highlights:

- Updates given by Chrissy. Policies to be reviewed.
- Members: Chair: Chrissy, Steph.

Old Business: Highlights:

- Readdressed Vice Chair and Treasurer positions for 2020.
 - Vice Chair – Chrissy Mittura. Treasurer – Stephanie Woomer
 - Sue motioned to accept the new officers. Lisa seconded. The motion passed.
- It was decided to vote via email for revamped 2020 budget before the January Board meeting.

New Business: Highlights:

- None at this time.

Executive Session: The Board went into an Executive Session to discuss staff holiday gifts.

Adjournment: At 9:10 pm, Sue made a motion to adjourn the meeting and Chrissy seconded. The motion passed. The next meeting is January 21, 2020 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary