

Boone Area Library Board of Trustees Meeting
Tuesday, January 21, 2020

Call To Order: The meeting was called to order at 7:01 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Lisa Kraljevich, Stephanie Woomer, Bridget Scogna and Library Director Rebecca Clark Mays.

Also attending Stephanie Williams, BCLS from Reading Public Library to discuss her role as District Consultant.

Minutes: The Minutes of December 2019 meeting were reviewed. Sue motioned to accept the minutes with corrections as discussed. Lisa seconded. The motion passed.

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

- People count is up.
- Circulation is down.
- Social media is growing.
- Presented draft of February events. Harry Potter, Jane Austin Tea and Sock Hop have been advertised. Discussion of scaling back Story Time for the month of February.
- Presented Annual Statistics from County.
- Discussed Summer Reading Program. Recommendations from county for an eight week program with the condition of branding as "Summer Quest" by the state. Resources discussed.

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

- Fiscal statement reviewed. Concerns discussed regarding Easter Breakfast, Christmas Raffle, Book Sales and Annual Giving Letter.
- Money from Berks County Friends of Library was moved out of restricted funds. \$221.65 remains.
- Discussed that Grant money needs to be a separate entity and not placed in the General Fund.
- Check was received from Fork and Ale from race to benefit library.
- Ricoh was audited and it was discovered they did not have library listed as a nonprofit and back taxes do not need to be paid.
- Concerning Contracted Services, the audit was more than was budgeted for.
- Discussed category of dues and memberships and whether passes to Elmwood Zoo, Reading Public Museum, etc. should be placed under circulation/collections.
- Cost of Raising Money is not budgeted.
- Book Escrow - \$12,131.36 was spent. Approximately \$16,000 was budgeted.
- Bank wrongly made a deposit of \$668.10 into Mortgage Escrow. Determined to be deposited into wrong account.

Lisa made a motion for Sue to work with the Accountant along with Steph to rectify the report. Bridget seconded. The motion passed.

Highlights from Stephanie:

- Small Games of Chance license has been updated.
- Not doing any business with Cumberland Farms at this time.
- Discussed letter from Domain Registry and Boone Area Library website. To be researched.
- Discussed credit card accounts with Elan and M&T Banks. Mary's name to be used on credit card.
- Discussed limits on credit cards and alerts when used.
- Currently have Amazon line of credit.
- \$1400 limit on Staples account.
- Discussed Tompkins Bank account. Automatic charge for Adobe of \$25. Discussion ensued on which credit card to cancel and if can just have Boone Area Library on card and no specific person's name.
- 2019 will not be audited since not over \$50,000.
- 2020 if over \$50,000 will be audited.
- Currently paying for Clover which is not being used. (lease of machine and processing of credit cards). Initially initiated by Systems. To be researched by Chrissy.

- Discussed who will be doing payroll in the absence of a Director. Steph and possibly Mary will meet with Becky to learn procedures.
- State Report due 3/1/2020. Stephanie Williams can check over report with Steph.
- Steph will work with Becky on Berks Earned Income Tax.

Report of the Chair and Trustees: Highlights:

- Kim McGrath, Amity Township Chair gave pen for identifying counterfeit bills.

Report of the Fundraising Committee: Lisa presented the highlights:

- January Yard Sale made \$225.00. \$180.00 in tables and \$45.00 in food and drinks. February Yard Sale for February 8th has 8 tables sold so far through Eventbrite.
- Discussed date for Duck Race. Tentative date of Saturday May 16th picked. Chrissy will approach Birdsboro borough for reserving the park for the date.
- Angry Anvil contacted to follow up on February 11th fundraiser.

Report of the Policy Committee: Chrissy presented the highlights:

- Distributed 1st draft of policy on purchasing to be reviewed. Information from audit used in developing policy.
- Will be working on Fixed Asset, Board Designation and Liquidity Available policies.

Old Business: Highlights:

- Discussed signatures needed for accounts for M&T and Tompkins. Mary, Steph, Becky and Sue will be signers at this time. Two signatures needed for checks.

New Business: Highlights:

- None at this time.

Executive Session: At 9:39pm until 10:30pm the Board went into an Executive Session to discuss staffing and reviewing resumes of Director and Children's Services Coordinator.

Adjournment: At 10:30 pm, Sue made a motion to adjourn the meeting and Mary seconded. The motion passed. The next meeting is February 18, 2020 at 7pm

Respectfully submitted,
Kimberly J. Unger, Secretary