

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

Call To Order: The meeting was called to order at 7:08 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Stephanie Woomer, Lisa Kraljevich, Bridget Scogna and Library Director Crescenda Long.

Minutes: The Minutes of June 2020 meeting were reviewed. Sue motioned to accept the minutes with corrections. Lisa seconded. The motion passed.

Report of the Director: Crescenda presented the Director's Report. Highlights:

- Gave an update on Sarah's activities on the Summer Reading Program. Events at Amity Pool, Maple Springs Pool, Read at the Park in Amity and Birdsboro. Numbers have been increasing. Distributed Craft Packs each week and Teen Gift Boxes provided by Systems.
- Reported on curb side pick-up.
- Pushing Boyer's cards and collecting Redner's receipts.
- News of Southern Berks is now being delivered again.
- Zoom has been purchased for the library. Credentials discussed for logging in.
- Gave Summer Quest Update. Numbers for 2020 – Pre Readers=72 Readers=181 Teens=94 Adults=107
Numbers for 2019 – Pre Readers=86 Readers=182 Teens=88 Adults=154
- Sarah has been handing out paper reading logs at various programs.
- Received Women's Suffrage Centennial Book Donation. Will be receiving books.
- Gave update on new arrivals to collection including audios, large print books, adult books, young teen books and children's books. Goal is to diversify the collection and update history collection.
- New library aide has been hired. Ashley Schaeffer who has previously worked at Fleetwood Library. Staff orientation/meeting scheduled for 7/22/2020.
- Crescenda has been attending Systems Meetings and receiving help from Amy.
- Questioned use of chrome books and ipads. Can be used for Zoom.
- Discussed tentative reopening date for green phase on August 4, 2020. Will be open limited hours and will continue with curb side pick-up. Plans reviewed.

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

- Total income for the year at 67% of budget. (This includes PPP loan money which we have to apply for forgiveness for.)
- Big gap in fundraising and library generated income related to being closed for COVID. Waiting for annual giving.
- Total expenses for the year at 33% of budget.
- Discussed if funding from the state will change. Half of budget is received from state.
- Discussed Audit requirements.
- Discussed ability to carry over money as a nonprofit into next year. Steph will check with accountant.

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

Report of the Chair and Trustees: Highlights:

- Welcomed Crescenda as our new Library Director! Received news that she has been accepted to Clarion. Forms and information sent to Systems, Amy and Stephanie Williams and the state regarding her hiring.
- Mary gave update on credit cards. Received a card from M&T Bank with correct names. Also have a credit card from VIST Bank.
- Discussed 3-D printer training.
- Donations to the library have been received in memory of April Rosenbaum. Discussed ways to honor special donations.

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

- Will be meeting to discuss COVID pay and how it will reflect policies.

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

- Will research State Farm Community Grant.
- Crescenda sent in survey to state for COVID related monetary needs.

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

- Discussed Duck Race. Having a Duck Pool Party in place of a race. Lisa explained how it would work. Possible date of September 5th. Top cash prize of \$250.00.
- Possibly continuing selling bags of books from book sale room for \$5.
- Discussed having a possible Rita's fundraiser. Bridget will research.
- Moe's Pop-Up fundraiser held. Discussed needing more time to promote.
- Kim and Chrissy gave update on printing and mailing of Summer Giving Campaign.

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

- Developed a Table of Contents for Policies.
- Incentive Weather and Whistle Blower ready to go out.
- Discussed Security Camera Policy.
- Conflict of Interest Policy to be compared with policy in Personnel.
- Discussed if a Security Policy is needed.

Lisa made a motion to accept Document Retention and Purchasing Policy. Bridget seconded. The motion passed.

Report of the Property Committee: Highlights:

- Leak fixed and no water has been seen in crack or by air conditioner.
- Mary will be taking some old fluorescent bulbs to Berks County Solid Waste Authority in Leesport for recycling.
- Rough estimate for carpeting per room received.
- Lisa discussed researching Keystone Grant for building repairs/maintenance.
- Discussed using part of Promotional Grant for signage. Grant money needs to be spent by the end of the year. (\$500 of Grant money used for shirts for staff from We Support PA).

Report of the Reopening Committee: Highlights:

- Nothing new to report.

Old Business: Highlights:

- Amity is requesting to receive Minutes and Treasurer's Reports monthly. Discussion ensued.
- New phone system has been purchased. It is an updated version of old system.
- Kim made a binder with Minutes and Treasurer's Report available for patrons to view.

New Business: Highlights:

- Chrissy gave information on using Square for credit cards.
- Crescenda will research T Mobile Hot Spot for library.
- Introducing Crescenda to townships as our new Library Director.

Adjournment: At 9:37pm Sue made a motion to adjourn the meeting and Steph seconded. The motion passed. The next meeting is August 18, 2020 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary