

**Boone Area Library Board of Trustees Meeting**  
**Tuesday, June 16, 2020**

**Call To Order:** The meeting was called to order at 7:06 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Stephanie Woomer, Lisa Kraljevich and Bridget Scogna.

Also attending Robin Sowers, a prospective Board member from Union Township. Crescenda Long.

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

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

- Crescenda has sorted through the many emails and all is currently updated.
- Reported on reopening for curb side pick-up. Discussed on streamlining process.
- Sarah had 30 people pick up packages for Summer Reading.
- Talked of plans for putting together an email letter since not all patrons are on Facebook.
- Discussed ordering new books and DVDs and availability. Systems has currently been processing only for in-house companies.
- Inspection is scheduled by Systems for bins for returned items in quarantine.
- Discussed typical questions and concerns of patrons calling into library.
- Discussed recommendations/requests of patrons for new items. Displaying new releases now available.

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

- Clover lease was bought out and Clover was returned.
- Birdsboro payment was received. Still waiting for Amity's payments. Bridget will follow up with Amity.
- Received county and state aid.
- 53.9% of income budget for the year so far counting PPE loan. 26.1% for outcome budget for the year so far.
- Discussed PPP loan extended and Steph keeping spreadsheet of expenses, requests for reimbursements.
- Reimbursement request for supplies for reopening was submitted to Systems.
- Discussed sending letter to Union regarding library activities being held at this time. Letters had been sent to Birdsboro and Amity.

Sue made a motion to accept the Treasure's Report. Lisa seconded. The motion passed.

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

- Mary gave update on credit card progress. Should be completed by Friday. M&T Bank had originally lost the paperwork. The card will be mailed.
- Mary gave update on Caring and Sharing card at Boyers. 100 cards ordered and will be mailed to library.
- Mary sent out spreadsheet on training completed by staff and trustees.
- Steph discussed virtual retreat being held on board making decisions. She reached out to Stephanie Williams for further information.

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

- Reviewed draft of Personnel Policy.

Steph made a motion to accept the Personnel Policy. Lisa seconded. The motion passed.

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

- Bridget and Steph submitted an application for the IMLS Cares Grant and requested the full \$10,000. Would aid in virtual programs.
- Lisa and Crescenda applied for grant through the state for free books from Women's Suffrage Need to Vote.

- Bridget discussed notifying the board when applying for grants related to money versus non-money related items.
- Lisa discussed Pottstown Health and Wellness Grant. Bridget will research.

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

- Discussed Drive Up used book sale being held on 6/24. Details on Eventbrite. Flyers printed. Information also on FB.
- Promoting We Support PA
- Discussed Duck Race and the feasibility of holding it.
- Chrissy completed Giving Letter. Kim will research printing. Updated mailing list still needed. Discussed where to get the information for mailing list.
- Discussed possibility of virtual bingo.
- Bridget discussed Moe's Pop Up fundraiser. Scheduled date is 7/21. Library will receive \$5.00 for each taco kit purchased.

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

- Purchasing Policy and Document Retention are still outstanding. Chrissy is working on final drafts after receiving feedback.

**Report of the Property Committee:** Highlights:

- Roof repair was completed by Lisa's husband. The flashing was fixed and gutter repositioned.
  - Discussed broken air conditioner in window. Gutter cleared that was leaking into air conditioner.
  - Discussed programmable thermostat in Book Room.
  - Chrissy discussed using concrete to fix the crack/block in the back wall.
  - Discussed purchasing a new phone system. Verified that we have two lines.
- Sue made a motion to research a new phone system. Mary seconded. The motion passed. Crescenda will research.
- Lisa discussed her experience with Maxwell Lighting in replacing lighting at Pottstown Library.
  - Replacing the carpeting was discussed. Exploring grants and getting estimates.

**Report of the Reopening Committee:** Highlights:

- Sue gave an update after listening to the webinars. Need policy for staff and what is expected of patrons. Information may change day to day.
- Need to follow State Department of Health.
- Temperature checks not needed unless employee suspected of being sick.
- Disinfectant needs EPA number.
- Signage should be every 20 feet.
- Green Phase requirements discussed.
- Chrissy has written what is needed and links to CDC guidelines.

**Old Business:** Highlights:

Nothing.

**New Business:** Highlights:

Nothing.

**Adjournment:** At 8:34pm Sue made a motion to adjourn the meeting and Mary seconded. The motion passed. The next meeting is July 21, 2020 at 7pm.

**Executive Session:** At 8:39pm the Board went into an Executive Session to discuss the director's position and staff reviews/raises.

Respectfully submitted,  
Kimberly J. Unger, Secretary