

**Boone Area Library Board of Trustees Meeting
Tuesday, May 19, 2020**

Call To Order: The meeting was called to order at 7:03 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 April 2020 meeting were reviewed. Mary motioned to accept the minutes. Lisa seconded. The motion passed.

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

- Discussed concern of Reopening Committee regarding access to newer items. Systems is currently not open to process items, including best sellers from Ingram. Crescenda would like to purchase DVDs through Amazon. Bridget motioned to allow Crescenda to spend \$1,000.00 on DVDs. Sue seconded. The motion passed.

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

- Chrissy questioned how Amazon Smile works. Comes in quarterly and automatically deposited into account. Received \$17.40.
- Discussed We Support PA. Money comes in weekly. Discussed buying items for staff or to use for prizes. May be used under Friend's Grant as a promotional item. Mary motioned to start with \$500.00 for marketing and promotion to buy items from We Support PA. Steph seconded. All agreed.
- Discussed payroll for May will be the same as for April, except for David who requested less hours. This is last month to go under Forgiveness Loan/Payroll Protection Loan.
- Requesting Amity money. Amity pays twice a year in June and Dec. Need to request from Amity. Bridget will follow up. Received 1 out of 3 payments from Union, Received 1 out of 4 payments from Birdsboro.
- Lisa mentioned reaching out to municipalities on what the library has been doing during Pandemic.
- Discussed First Data Lease. Steph negotiated fees. Possibly using the Clover as our credit card machine. Options reviewed. Board agreed that Steph will proceed with the buyout of the Clover. Chrissy explained using Square for credit cards.
- Ricoh lease (copier) is up. Will be going month to month if possible. Sue made a motion to accept the Treasure's Report. Mary seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Mary gave update on credit card progress. Applied one week ago. Will have Boone Area Library's name and Mary's name on it. Discussed having additional cards and credit limit. All agreed on limit of \$5,000.00 for card. Card is through M&T Bank of Birdsboro.
- Discussed staff training that was completed. Will continue with Web Junction for next month.
- Discussed Bari coming into clean during reopening. Setting out trash. Possibly having staff do weeding.
- Discussed number of credits needed for continuing education for the Board.

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

- Discussed and reviewed draft of Personnel Policy.
- Chrissy questioned whether Whistle Blower Policy should be included in Personnel Policy. Whistle Blower Policy needs to be clarified. Discussed if it should stand by itself.
- Discussed need for Employee Handbook. Personnel Policy versus Employee Handbook.
- Discussed current search for a Director. Degree needed researched. Job to be reposted.

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

- Lisa mentioned the IMLS Cares Grant which is due 6/12/2020.
- Discussed researching grants for STEM kits, launch pads and building repairs.

- Discussed grant Brush Up on Oral Health which is dental health for children and reaching out to Sara if this would be useful for her.
- Lisa explained how Keystone Grants work.

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

- Discussed feasibility of having Duck Race. Virtual options to be explored.
- Promoting We Support PA
- Exploring food related fundraisers.
- Discussed possibility of drive in movies with an inflatable screen.

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

- Purchasing Policy reviewed and discussed.
- Document Retention Policy reviewed and discussed.
- Discussed digital copies versus paper copies.

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

- Received estimates from two roofing companies for issue in Bruce Hoffman Room.
- Discussed caulking crack in the wall.

Report of the Reopening Committee: Lisa presented an update: Highlights:

- Sarah and Crescenda reported on Berks County Director's meeting.
- When in yellow get ready to open 1st week then begin curbside/lobby pickup.
- Discussed process for hold items and items being returned.
- Need to follow state regulations or state can pull funding.
- Providing PPE for staff.
- Board to discuss amount of hours library to be open, staff hours, duties and procedure for picking up books.
- Not being held to spending requirements, hours, summer reading standards.
- Possible open date of June 4th.

Old Business: Highlights:

Nothing.

New Business: Highlights:

Nothing.

Adjournment: At 10:00 pm, Sue made a motion to adjourn the meeting and Chrissy seconded. The motion passed. The next meeting is June 16, 2020 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary