

**Boone Area Library Board of Trustees Meeting  
Tuesday, November 19, 2019**

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

Also attending potential board member Bridget Scogna.

**Presentation:** Geoff and Trish Steigauf presented the Board with their proposal of evaluating the library's donated books for a potential higher selling value through their Dewey Decimal Books program.

**Minutes:** The Minutes of October 2019 meeting were reviewed. Mary motioned to accept the minutes. Sue seconded. The motion passed.

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

- People count is up.
- Adult circulation is up.
- Book store sales are up.
- Holiday portraits are scheduled for Saturday 11/23/2019.
- Project Blue Light event in honor of supporting police by the community is being held 12/3/2019.
- Randy Liszewski was hired as the new Children's Services Director and will start 12/3/2019.
- Two new Library Aides are to be hired.
- Discussed adding more teen, adult, family and holiday programs.
- Staff holiday party scheduled for 12/21/2109.
- Discussed having a corporate credit card available to the Director.
- Discussed Community Room Refund Policy. Vote was made for cash deposit for room rental. All were in favor to have the deposit for the community room rental to be made in cash
- Rebecca has written to the IRS for a copy of the IRS Letter of Determination.
- Grants for the building were discussed by Rebecca and Keystone Grants were discussed by Lisa.

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

- In the checking account is \$26,643.00. \$10,000 is for payroll.
- Chrissy and Lisa gave a presentation to Birdsboro Council on Monday 11/18/2019. Council had approved giving the library the same amount as last year.
- Expecting a large bill for electrical repairs from Manmiller.
- Discussed Breakfast with Santa being held 12/14/2019. Selling tickets for adult \$8.00. Children 2-12 years \$5.00.
- Reviewed budget for 2020.
- Chrissy made a motion to accept October's Treasurer's Report. Lisa seconded. The motion passed. Lisa made a motion to accept November's Treasurer's Report. Mary seconded. The motion passed.

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

- Nothing at this time.

**Nominating Committee:** Slate of officers nominated:

- Chair: Mary Picariello
- Vice Chair: Stephanie Woomer
- Secretary: Kim Unger
- Treasurer: Chrissy Mittura
- All nominees accepted. Vote unanimous for new officers for 2020

**Report of the Fundraising Committee:** Highlights:

- \$200.00 was made with the Boscov's Friends Helping Friends Program.
- Fork and Ale event to be held in the Summer.
- Discussed the Monthly Raffle.
- Library Christmas Raffle pull will be held Saturday 12/21/2019. There will be a staff prize for the most tickets of a donated staff item.
- Birdsboro Hometown Christmas is on Saturday 12/14/2019.
- Amity Tree Lighting is on 12/7/2019.
- Angry Anvil Event is on 2/11/2019
- Discussed supplies and tasks for Breakfast with Santa on 12/14/2019

**Report of the Human Resource Committee:** Highlights:

- Updates given by Mary. Meetings to be held.

**Report of the Audit Committee:** Highlights:

- Updates given by Chrissy. Meetings to be held.

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

- Mary reported she, Steph and Matt toured and have been prepping the building for inspection.
- Noted the utility box needs a 3 foot clearance.

**Old Business:** Highlights:

- Discussed issues with the front door lock. Alarm system is getting water in from door and sensor is going off. Rebecca has been in contact with the alarm company.
- Discussed electrical upgrades needed.

**New Business:** Highlights:

- Vote on Geoff and Trish Steigauf's proposal of Dewey Decimal Books program. Unanimous vote all in favor of accepting the proposal. Sue mad a motion to accept, Lisa seconded. The motion was passed

**Executive Session:** Lisa made a motion to go into an Executive Session. Chrissy seconded. The motion was passed and the Board went into an Executive Session to discuss staff hourly pay rates.

**Adjournment:** At 9:25 pm, Sue made a motion to adjourn the meeting and Kim seconded. The motion passed. The next meeting is December 17, 2019 at 7pm.

Respectfully submitted,  
Kimberly J. Unger, Secretary