

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, August 17, 2021

Call To Order: The meeting was called to order at 7:01 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Chrissy Mittura, Kim Unger, Stephanie Woomer and Kendra Hettel. Absent were Bridget Scogna and Lisa Kraljevich. Also in attendance was Library Assistant Ashley Shafer.

Minutes: The Minutes of July 2021 meeting were reviewed. Kendra motioned to accept the minutes. Chrissy seconded. The motion passed.

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

- August Newsletter was completed by Elena and emailed out. Paper copies also available.
- Presented door count which was higher than last month.
- Reviewed July numbers for circulation, programs, computer usage and new library cards.
- August Adult Craft Pack ready to go out 8/28.
- September Adult Craft will be Aromatherapy Bracelets.
- New items for September ordered on 8/11.

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

- Requested to vote to add \$4,000 to book escrow. Steph made a motion. All present voted yes to agree.
- Renewed Public Library Magazine.
- Fire Department requested a donation. All agreed to make same donation as last year.
- Discussed Berks Local Payroll Tax/Berks EIT, which now is required to be done on-line. Contacted ADP for assistance.
- Change Challenge Fundraiser - Bunny won!
- Form 990 - County Non-For-Profit Tax Form completed. Voted to accept by all present.
- Audit completed.
- Steph and Chrissy to work on Square.

Kim made a motion to accept the Treasurer's Report. Chrissy **seconded**. The motion passed.

Report of the Chair and Trustees: Highlights:

- Discussed holding a staff meeting. Addressing any concerns. Board members available to attend.
- BCPL meeting on 8/18. Funding Formula to be discussed.
- Discussed accepting Membership Agreement. Voted at last meeting to accept Agreement. To be signed by Mary(chair) and Kim(secretary). Also signed Automation Agreement. Will be mailed to Systems.

Report of the Human Resource Committee: Highlights:

- Continue searching for new Director.
- Ashley will help research tasks to be divided among staff.
- Chrissy will check with Steph Williams concerning the idea of a bookkeeper.

Report of the Grant Committee: Highlights:

- Discussed having a project and finding a grant that will match with it.

Report of the Fundraising Committee: Highlights:

- Participating at St. Mark's Fall Festival on 9/18. Will be selling Bruce Hoffman books.
- Parks and Recreation having Walking History Tour. Selling Bruce Hoffman books there also.

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

- Depreciation Policy needed per Audit.

- Discussed how to enforce ourselves with conflict of interest. Possibly signing annual questionnaire or adding to ethics statement.

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

- Carpet quote accepted. Bid from About All Floors for \$29,839.00 accepted. Includes moving furniture and disposal of old carpet. Colors picked.
- HVAC – part needed is old. Unable to get price. Will research grants.
- Discussed bathroom maintenance.

Reopening/COVID Committee: Highlights:

- Discussed mask mandate. Library is encouraging wearing of masks.
- Chrissy will supply hand sanitizer.

Old Business: Highlights:

- 2019 Duck Derby funds recovered.

New Business: Highlights:

- Discussed T-Mobile hotspot as a possible fundraiser. Kendra will research.
- Discussed possible projects using donations for Crescenda. Current total \$1,350.

Adjournment: At 8:58pm, Chrissy made a motion to adjourn the meeting and Kendra seconded. The motion passed. The next meeting is September 21, 2021 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary