

**Boone Area Library Board of Trustees Meeting
Tuesday, December 15, 2020**

Call To Order: The meeting was held via Zoom and was called to order at 7:02 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Chrissy Mittura, Stephanie Woomer, Lisa Kraljevich and Bridget Scogna, Kendra Hettel and Library Director Crescenda Long.

Minutes: The Minutes of November 2020 meeting were reviewed. Chrissy motioned to accept the minutes. Mary seconded. The motion passed.

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

- Pandemic situation is being monitored. PALA and OCL are not giving guidelines although they are sending data. Libraries in Berks County are offering various services. Expressed concerns over changing hours at Boone at this time. Things are going well. Will reevaluate if needed.
- Stopped Read at the Park related to weather.
- Sarah started Books and Babies Zoom session. Social activity for new parents.
- Numbers are down between October and November. Items being checked out, program attendance, number of people coming in the door are all down slightly. Items are staying out longer.
- Attended Birdsboro Hometown Christmas on Saturday 12/12. Gave out 200 grab and go bags and 150 candy canes.
- Air conditioner in office was removed. Hole is sealed, boarded up and no longer leaking.
- Holiday schedule for next year 2021 was discussed. Approved unanimously by trustees.

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

- Book escrow not included. No issues.
- PPL loan is to be noted as a grant according to accountant.
- Discussed closing of local M&T Bank. Unsure if permanent or closed for COVID.
- Birdsboro paid for December for the year.
- Discussed amount received from Amazon Smile.

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

- Discussed Budget for 2021:
 - Increased contracted services if needed for audit.
 - Total budget \$181,000 if fully funded.
 - Confirmation from Systems should come on 12/16.
 - \$16,000 to \$17,000 less than 2020 budget related to funding and fundraising being affected for the year.
 - Discussed amount in checking account and projects needed.
 - Minor cut in circulation.
 - Certain expenses are fixed and can't be changed.

Unanimous vote to accept the 2021 Budget as presented.

Report of the Chair and Trustees: Highlights:

- 2021 goals reviewed. Revamp bylaws, capitol goal to put in flooring, and improve communications, building safety including outside lighting.
- Chrissy as chair of the Nominating Committee presented candidates for officers for 2021.
 - Secretary: Kim Unger, accepted, all agreed.
 - Treasurer: Steph Woomer, accepted, all agreed.
 - Vice Chair: Chrissy Mittura, accepted, all agreed.
 - Chair: Mary Picariello, accepted, all agreed.

Discussed how to make everyone's job easier and better.

- Welcomed new trustee Kendra Hettel, who was approved from Amity.
- Discussed funding formula. BCPL meeting to be held on 12/16.
- Discussed Reading Library's concern about Membership agreement.

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

- Trustee Orientation packet completed. To be sent to Kendra.

Report of the Grant Committee: Highlights:

- Crescenda applied to Rural/Small Libraries Grant.

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

- Lottery Calendar went well. On-line sales not promoted as much. Small Games of Chance discussed. Raised \$1425 total. No winners yet. Elena was winner from staff for most sales.
- Discussed using 3D printer and making items to sell. Using Tinkercad discussed.
- Discussed possible fundraisers. Photo contest, scavenger hunt.

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

- Next policy is Library Assets.

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

- Lights replaced in back room, Book sale room. Ballasts are an issue.
- Crescenda gave an update on LED quote received from Maxwell Lighting. Estimate broke up into 2 rooms. Main room for labor and lights was \$8,433.43 Children's room was \$4,052.76. Installing flat panel lights, replace exit signs and add emergency lights. Would receive small grant from electric company of approximately \$200. Alternatives discussed.
- Discussed saving for Keystone Grant. Can only apply every 5 years.
- Discussed painting Children's Room.
- Discussed making the use of donations visible to patrons. Example: new carpets, painting, building improvements.
- Discussed portion of money spent on Friend's Grant and what still needs to be spent by end of the year. Will be buying tablecloths, sandwich board and promotional items for realtors bag. To research Janway for items.
- Lisa will check with Robu Printing for any money owed to library.

Reopening Committee: Highlights:

- Watching for any new restrictions. Crescenda will monitor.

Old Business: Highlights:

- Discussed the use of Square. We have an account and needs to be linked to bank account. We do have the software and will start transmitting.

New Business: Highlights:

- Crescenda discussed Uniform Requirement checklist. Need to show 2021 Board Meeting Public notice.

Executive Session: The board went into an Executive Session at 9:07pm to discuss personnel matters.

Adjournment: At 9:06pm, Lisa made a motion to adjourn the meeting and Bridget seconded. The motion passed. The next meeting is January 19, 2021 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary