

**Boone Area Library Board of Trustees Meeting
Tuesday, December 20, 2022**

Call To Order: The meeting was called to order at 7:01m by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Chrissy Mittura, Kim Unger, Nicole Sapna, Robin Fox. Kendra Hettel, Noemie Eardley and Library Director Ashley Allen and Bookkeeper Penny O'Donnell.

Minutes: The Minutes of November 2022 meeting were reviewed. Kendra motioned to accept the minutes. Nicole seconded. The motion passed.

Report of the Director: Presented by Ashley. Highlights:

- Monthly statistics and overview of activities reviewed.
- Juvenile library cards are up.
- Library of Things circulation has been increasing.
- Computer usage is down a bit.
- Programs: December Escape Room is currently going on.
- URR is almost done and will be sent to Systems.

Report of the Treasurer: Presented by Kendra. Highlights:

- Discussed auditor's response regarding 2 signatures for checks. Determined no law requiring 2 signatures. Is more of a control issue to avoid fraud.
- Bills such as utilities and insurance can be set up as autopay depending on the type of bill. Switch from checks to Automatic Payment.
- Discussed different payment methods for Amazon.
- Questions were answered concerning the difference between Bill Pay (1 website through the bank, sends checks) versus Auto Pay (uses various websites of companies).
- Update of procedure required. Penny to draft procedure.
- Decision made to go with Bill Pay.
- Reviewed 2023 Budget. Unanimous vote to approve 2023 Budget knowing there maybe amendments.
- Discussed opening a third account specifically for payroll which is 100% direct deposit. Motion made by Mary to open third account and seconded by Kim. Motion passed.
- Discussed reconciliation for uncleared checks.
- All money from municipalities have been received for the year (2022).
Chrissy made a motion to accept the Treasurer's Report. Robin seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Discussed possible goals for 2023. Grow Adult Programming. Promotion of the library and its programs and events. Community Room Rental.
- Ashley submitted Sarah for Library Systems Annual Award for her "Stories with Teachers".
- Dates for new board member orientation was provided by Systems.
- Discussed continuing education needed for trustees and staff members.

Report of the Grant Committee: Highlights:

- No updates at this time.

Report of the Fundraising Committee: Highlights:

- Need to update food/supply list for Holiday Breakfast. Increase promotion of the breakfast.
- Discussed presale of gingerbread house kits. Idea of 50/50 split which would be profit for the library and cover prizes.
- Start doing people count for programs.

Report of the Nominating Committee: Highlights:

- Discussed ideas for filling vacancies on the Board.
- Nominations for 2023 positions:

- Chair: Chrissy Mittura
- Vice Chair: Nicole Sapna
- Treasurer: Kendra Hettel
- Secretary: Robin Fox

Report of the Property Committee: Highlights:

- Discussed building options and appraisal.
- HVAC System repair/replacement discussed.

Report of the Policy Committee: Highlights:

- Discussed the title of “Assistant Director” and the need to update Personnel Policy if used.

Old Business:

- Account signers to meet at bank on Thursday 12/29.

New Business:

- Ring Cameras to be installed. App can be loaded to PC, tablet and camera viewed.
- Need to change person to be notified by alarm company when building alarm goes off.
- Keys for Board members.
- Missing Mahjong table clothes.

Adjournment: At 9:09 pm, Kim made a motion to adjourn the meeting and Mary seconded. The motion passed. The next meeting is January 17, 2023 at 7pm.

Executive Session: The board went into an Executive Session at 9:09pm to discuss personnel matters.

Respectfully submitted,
Secretary