

# Boone Area Library Board of Trustees Meeting

## Tuesday, February 20, 2018

**Call To Order:** The meeting was called to order by Board Chair Cheryl Martinozzi at 7:01 pm. Those in attendance were Trustees Jennifer Harding, Matthew Lamm, Cheryl Martinozzi, Mary Picariello, Kim Unger, and Interim Director Eileen Simms.

**Minutes:** The minutes of the January 2018 meeting were reviewed. Two corrections were noted regarding the date and name of the Chair. Jen Harding motioned to adopt the minutes with the corrections. Mary Picariello seconded. The motion passed.

**Report of the Library Director:** Interim Director Eileen Simms presented the Report of the Director. Highlights:

- There was no January 2017 report to compare statistics to so December 2016 was used.
- All statistics except eBooks were down due to snow closures and road work.
- The facebook page has gained several likes recently.

**Report of the Treasurer:** Highlights:

- The Treasurer was not present at the meeting but submitted a report to the Board
- The Treasurer, in response to information obtained by the Property Chair, recommends using Expert Care Heating and Air instead of E.G. Smith for future preventative maintenance on the Heating and A/C units. The Board unanimously agreed.
- The Treasurer recommends applying surplus funds from the absence of a director to the line of credit. The Board unanimously agreed.
- The Board tabled an actual vote on the Treasurer's report until the Treasurer is present for further explanation.

**Report of the Chair and Trustees:**

- Mary Picariello gave the Board an update on the Duck Derby to be held May 12th. All revenue from the event will initially come to the library. The library will pay out all costs. The profit will then be divided between the groups involved. At this time that is presumably the library and the parks and recreation board.
- The Director added that the Girl Scouts are again willing to clean up around the library on Clean Up Birdsboro day, which is April 21<sup>st</sup>.

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

- Hillcrest has finished the gutter replacement and has been paid. The weather has naturally begun to cure the wall and ground conditions were the previous leaks were located.
- The borough is not able to provide sidewalk clearing after snow and ice events. The library will continue to use the local teen who has been doing this, as available, and the Director and Property Chair will assist for the rest of this winter season and will look into hiring a service before the next winter season.
- All keys for the new front door lock have been handed out. 2 more keys are needed. Matt Lamm will get copies made.
- Matt Lamm will contact Greg from Expert Care as spring approaches regarding a checkup on the A/C units.

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

- There was discussion and planning regarding the Easter Breakfast. The date was set for March 24<sup>th</sup>. The Board favored using the bunny costume that we already have but looking into a new one for next year.

**Old Business:**

- Kutztown University will have a logo Designathon on March 23 into March 24. Cheryl has submitted registration paperwork for the library. There will need to be a library representative at the beginning and end of the event. Jen will go for the beginning. The whole board, as available, will be there for the conclusion.
- Cheryl continues to work on the Board Of Trustee Manual
- Cheryl questioned whether a bill for the new worker's compensation policy has been received. Matt will email Sue.

**New Business:**

- The advertisement for a Library Director continues to run.
- There was further discussion and planning regarding the STEM grant programming.
- There was discussion regarding the possible Lantern Fly program from Monocacy Hill for PA Forward.

- A library staff member has submitted concerns about conflicts between the Room Rental Policy and the Room Rental Contract. There will need to be changes to the Contract.
- A Fundraising Meeting was scheduled for March 7 at 6:30pm.

**Adjournment:** At 8:36 pm, Cheryl Martinozzi made a motion to adjourn the meeting and Jen Harding seconded. The motion passed. The next meeting is March 20, 2018, at 7pm.

Respectfully submitted,  
Matthew T. Lamm, Secretary

APPROVED