

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, February 16, 2021

Call To Order: The meeting was held via Zoom and was called to order at 7:04 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Chrissy Mittura, Stephanie Woome, Lisa Kraljevich and Bridget Scogna, Kendra Hettel and Library Director Crescenda Long.

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

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

- Holding steady from last month.
- Higher program attendance from last year.
- Discussed adding curbside pick-up to door count.
- Noted 2020 information reporting statistics different related to COVID.
- Explained PUG stands for Polaris User Group.
- Attended Birdsboro Council Meeting. Main focus at meeting was Orange Street parking. No Parks and Rec update at meeting.
- Children's Room has not yet been painted as scheduled related to inclement weather. To be rescheduled.
- Outreach Team placed available WIFI access which increased access even if library is closed.
- Reported Steph Williams is submitting CARES Act Grant on behalf of libraries. Needed is a Bid Procurement Policy to move forward. Discussed adding it to Purchasing Policy.
- Discussed District Membership Agreement. Issues mentioned were contributing to Overdrive and receiving credit for e-circulation.

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

- Received 1st quarterly contribution from the County and State.
 - Taxes and Audit will be in May.
 - Budgeting for Audit as it will be increased from previous year.
 - Discussed how January budget is impacted from December 2020, carrying into the 2021 budget.
- Lisa made a motion to accept the Treasurer's Report. Kendra seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Working on Agreement BCPL Membership. Updated version is being reviewed.
- Trustees Ethics Statement have been received and uploaded to Google Drive.
- Mary and Chrissy are working on updating Bylaws. Drafts to be sent out.
- Discussed how a library representative is needed at Board Meetings if Director not available.
- Discussed in Bylaws certain Standing Committees are required. Discussed committee meeting dates.

Report of the Human Resource Committee: Highlights:

- No updates at this time.

Report of the Grant Committee: Highlights:

- Bridget to send out evite for next meeting.

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

- Lisa reported on the Winter Scavenger Hunt that is currently running.

- Kim provided information on the Change Challenge fundraiser. Suggested idea for March is Cats versus Dogs.
- Discussed Duck Race to be held on 5/15/2021. Challenges related to COVID, finding vendors.
- Discussed Birdsboro Historical Case in the Library and possibility of selling T-shirts and Bruce Hoffman books.
- Kimberton Whole Foods in Douglassville has picked the Library for their “round up” program for March.
- Reminder to use Boyer’s cards, Smile for Amazon and Redner’s receipts to raise money for the library.
- Asking for jewelry donations for “Bling for a Buck”
- Mary brought up the idea of having a virtual Wine Tasting Party.

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

- Working on Financial Policies.
- Trustees can access Policies on Google Docs and Crescenda has also placed them in a binder at the library.

Report of the Property Committee: Highlights:

- Met last week and decided on projects and their priority.
 1. Flooring. Get updated estimate. Estimate \$20,000-\$25,000 for flooring. Price for flooring vs. carpeting.
 2. HVAC. Crescenda reached out to Expert Air who was used in 2019. Would like system checked yearly.
 3. Lighting. Above the door.
 4. New furniture.
 5. Gutters.

Reopening/COVID Committee: Highlights:

- No updates at this time.

Old Business: Highlights:

- No updates at this time.

New Business: Highlights:

- System meeting BCPL being held on 2/24/2021.

Adjournment: At 8:22pm, Lisa made a motion to adjourn the meeting and Bridget seconded. The motion passed. The next meeting is March 16, 2021 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary