

**Boone Area Library Board of Trustees Meeting
Tuesday, January 19, 2021**

Call To Order: The meeting was held via Zoom and was called to order at 7:01 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 December 2020 meeting were reviewed. Lisa motioned to accept the minutes with corrections. Steph seconded. The motion passed.

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

- Comparing statistics from December 2019 and December 2020, it was noted that there were more open hours in December 2019.
- Board discussed that it would be helpful to have statistics from the previous month.
- Light bulbs were replaced in the outdoor parking lot.
- Solar LED light was placed above door outside of the Community Room.
- Completed changing light bulbs in all rooms inside the library.
- Anchored Ministries volunteered to paint the Children's Room. Scheduled for 2/7. Discussed ways to express our thankfulness.
- Fire extinguishers and smoke alarms have been checked.
- Light switch in Book Room fixed. Wires to be checked.
- Items purchased through Marketing Grant were ordered and received.
- Square is ready to be used and staff to be trained by end of the month.
- Discussed Keystone Grant. Committee organized to research grant. Members include: Crescenda, Bridget, Steph and Kendra. Chrissy and Lisa will assist when needed.
- Kim to be added to receive text if library alarm goes off. Mary and Crescenda also receive notifications.
- Discussed information sheet sent by Crescenda requesting additional funds for programs. Reviewed total amount to be spent.

Mary motioned to accept total amount to be spent. Steph seconded. The motion passed.

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

- Discussed credit card statement.
- Reviewed income and expenses for 2020.
- Discussed what available money can be used for Keystone Grant.
- M&T Bank in Birdsboro remains closed at this point.
- Library cannot apply for PPP Loan again.
- Discussed how when applying for grants need to show bank accounts.

Lisa made a motion to accept the Treasurer's Report. Mary seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Membership Agreement discussed. There has been controversy among libraries over the changes in Agreement. Last Agreement was in 1997. All agreed to table the issue until more information is obtained.
- Discussed Trustee Ethics Statement. Will vote on Slack. To be signed and placed in trustee's file.
- Discussed participating in St. Paul's Lutheran Church Volunteer Fair. Will be virtual this year. Crescenda will follow up.
- Reviewed 2021 goals. Revamp bylaws, improve communication and improve building safety.

Report of the Human Resource Committee: Highlights:

- No updates at this time.

Report of the Grant Committee: Highlights:

- No updates at this time.

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

- Lisa provided details on Boone Area Library Winter Scavenger Hunt.
- Discussed profitability of holding Easter Breakfast.
- Duck Derby Page getting many “likes” on FB. Discussed date to hold event. May 15th as a possibility.
- Will be trying to hold larger quarterly fundraisers.
- Discussed “Change Challenge” fundraiser. Donating loose change to vote for a favorite animal, flavor, etc.

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

- Next policies will be dealing with financial issues.
- Discussed policies relating to audit. Patron conduct and building use,
- Discussed where policies are to be located in the library.

Report of the Property Committee: Highlights:

- Mary will send out a date for the next meeting.

Reopening Committee: Highlights:

- No updates at this time.

Old Business: Highlights:

- Discussed the use of Square and keeping track of transactions.

New Business: Highlights:

- Lisa discussed how having a deadline might be helpful in improving communication.

Adjournment: At 8:27pm, Lisa made a motion to adjourn the meeting and Kim seconded. The motion passed. The next meeting is February 16, 2021 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary

Approved