

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, July 20, 2021

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

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

Report of the Director: Lisa presented the Director's Report in absence of a director. Highlights:

- Program numbers are up related to Summer Reading Program.
- Elana now has clearance to change the status of an item.
- Ashley was able to obtain numbers for Director's Report.

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

- Received Amity's Library contribution in June.
- Staff notified of \$10 credit card minimum which was voted on by Trustees.
- Building alarm issue is related to leaking condensation.
- Discussed spending 3% of collection on digital resources. Vote unanimous to move forward. Stephanie Williams will assist on purchases.
- \$500 from Care's Act has been spent.
- Discussed increasing book escrow if possible. Will check with Stephanie Williams.
- Discussion regarding "Just Giving" on website and whether donations are receiving thank you cards. Lisa to check with other directors on how they handle it.
- Budget code needed for transactions for cash or credit.
- Currently at \$1,350 in donations in memory of Crescenda Long. Will discuss with her parents how they want to handle the donations. Discussed need for tax forms for donations.
- Bridget to work on sending letters for receipts of donations to the library.

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

Report of the Chair and Trustees: Highlights:

- Fine Free Program Discussion – Late fees from 1-28 days waived. Processing status for lost items will continue. Does not include museum passes.
- Membership Agreement Discussion – Systems terminated current Membership Agreement. Decision needed by 9/30 on whether to continue. Options to be explored. County will penalize if standards are not met. Vote to accept Membership Agreement. To sign in September.
- Vote for Sarah Terry (Children's Librarian) to serve as Interim Director – unanimous.

Report of the Human Resource Committee: Highlights:

- Currently three applicants for Library Director position.
- New hire, Carina Cress as library aide. Currently getting clearances.
- Discussion on possibility of having a bookkeeper position.

Report of the Grant Committee: Highlights:

- Bridget discussed possibility of a guide for the Keystone Grant. Researching with another library who has received the grant in the past.
- Discussed Berks Community foundation Grant. Deadline 8/16.

- Laptop from Care's Grant.

Report of the Fundraising Committee: Highlights:

- Discussed the selling of Bruce Hoffman books. Possibly sell during Parks and Rec history bike tours and St. Marks Fall Festival on 9/18.
- Holding a fundraiser at Rita's.
- Giving Letter printed and mailed out this week. Process for donations received discussed. Bridget to process (thank you cards and tax forms) and give check to Steph.

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

- Patron Code of Conduct Policy on website and hung in library.
- Social Media Policy draft completed.

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

- Carpet installation quotes, information being reviewed. All About Floors quote good through 8/5.
- Waiting to hear back from HVAC for estimate.

Reopening/COVID Committee: Highlights:

- Masks to be worn at individual discretion at this time.
- Book clubs and Majong are now meeting in the library.
- In house story times are to resume in September.

Old Business: Highlights:

- No updates at this time.

New Business: Highlights:

- Discussed survey results from Summer Quest Survey.

Adjournment: At 9:03pm, Bridget made a motion to adjourn the meeting and Kendra seconded. The motion passed. The next meeting is August 17, 2021 at 7pm.

Executive Session: At 9:05pm, the Board went into an Executive Session to discuss personnel matters.

Respectfully submitted,
Kimberly J. Unger, Secretary