

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, June 15, 2021

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

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

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

- Anticipating a Summer slump. June is a slow time for people coming into library.
- Many Summer programs are being held outside so less people in the library to borrow books.
- Discussed how circulation helps the library get money for funding.
- Large number of new patrons registering for library cards.
- There has been good family participation in Story Time. Numbers increase each week.
- YMCA Summer Program is being held at Amity Park.
- Summer Quest kicked off on Tuesday 6/8. Over 100 are registered. 49 pre-readers, 86 readers, 27 teens. 44 adults.
- Discussed how fliers seem to be best method to advertise the library. Placing at schools, preschools, etc. Crescenda will send fliers to the Board.
- Offers from the Board to help Sarah if needed.
- HVAC unit leaking condensation. Crescenda called company multiple times. Pipe was replaced. May need pan replaced. Property Committee will explore options.
- There was a problem with the alarm system. The door in the Community Room lost connection. The problem was fixed when the battery was changed.
- Discussed Inter Library Loan services which will now be resuming. Crescenda and Ashley attended training with Gloria, the head of ILL Services. Ashley will be the library's ILL clerk.
- Library was invited to St. Mark's Fall Fest on Saturday 9/18. Will be attending.
- Discussed Fine Free Pilot Program. Launched by Reading on 6/1. Participating libraries will no longer be collecting fines for overdue items. Pros and cons of participating discussed, lost revenue, patrons may go to other libraries, good community relations. To vote by 7/1 on SLACK regarding Boone Library participation.

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

- \$5,500 was made in Birdsboro Annual Street Fair and Duck Race on 5/15.
 - Budget for the year to date - 40% coming in/income and 32% going out/expenses.
 - Discussed organization and entering of credit card receipts using Square. Each receipt needs to be entered into Quick Books. Board to vote on a dollar minimum charge on SLACK.
 - Steph will work with Crescenda and Sarah to reconcile Amazon bill.
 - Discussed possibility of not having a yearly audit. Depends on threshold.
 - Have not yet received Amity's contribution which usually comes in June.
- Chrissy made a motion to accept the Treasurer's Report. Lisa seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- No updates at this time.

Report of the Human Resource Committee: Highlights:

- No updates at this time.

Report of the Grant Committee: Highlights:

- Bridget and Crescenda will consolidate information on grants.
- Discussed exploring grants for property improvements.

Report of the Fundraising Committee: Highlights:

- Discussed Duck Race held on May 15th Raised \$5,500. Prizes were provided by area businesses. Parks and Recreation was easy to work with. DJ Matt did a great job.
- Will be holding a meeting to discuss Fall/Winter fundraiser.
- Thinking about ideas for Christmas in Birdsboro.
- Change Challenge for June/July vote for the tail you would want – bunny, monkey or dragon. Ties in with Summer Reading theme.

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

- Looking at the need for an update on Patron Policy.
- Working on draft of Social Medica Policy.

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

- Currently have four quotes for carpeting. 3 of 4 are close in price. Estimate of \$29,000.
- HVAC to be added to explore repair, replace, maintenance.

Reopening/COVID Committee: Highlights:

- Discussed mask mandate. As of 7/1 those vaccinated don't need to wear a mask.
- Book clubs and Majong group to return to meeting in the building 7/1.
- Community Room to be cleaned by 8/1.

Old Business: Highlights:

- No updates at this time.

New Business: Highlights:

- Summer Giving Letter draft was distributed to the Board for review. Discussed printing, mailing list, and on-line donations.
- Discussed date for staff thank you party.
- Weeding to be done around building.
- Vote for budget for miscellaneous to be increased from \$1,000 to \$2,000.

Adjournment: At 9:12pm, Chrissy made a motion to adjourn the meeting and Bridget seconded. The motion passed. The next meeting is July 20, 2021 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary