

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, March 15, 2022

Call To Order: The meeting was called to order at 7:02pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Chrissy Mittura, Kim Unger, Kendra Hettel, Lisa Kraljevich, Robin Fox, Nicole Sapna and Library Director Ashley Allen.

Minutes: The Minutes of February 2022 meeting were reviewed. Lisa motioned to accept the minutes with corrections. Mary seconded. The motion passed.

Report of the Director: Library Director Ashley Allen presented the Director's Report. Highlights:

- Annual Report is completed and is to be sent tomorrow,
- Monthly numbers reviewed. Circulation is up from January. Increase in the number of patron cards.
- Adult program: Succulent Garden Class is full. 15 people have signed up.
- Recipe Swap Theme for March is Quick and Easy.
- Gus, the therapy dog will be visiting the library on 4/2.
- Discussed Longwood Gardens tickets.
- Tiffany from M&T Bank will present a Financial Literacy Program.
- Discussed moving the 3D printer from Sarah's office to the Teen Room and ideas for use.
- Discussed selling old tablets with factory reset.
- Received 2 new filing cabinets for the office. Old cabinets to go to scrap metal yard,
- Renewal of ALA membership discussed.
- Interview for potential candidate (part-time library aide) coming up.
- Birdsboro Council Meeting went well. Parks and Recreation would like to work together with the library.
- Grant for Financial Education Program came through for Sarah.

Report of the Treasurer: Presented Kendra. Highlights:

- Treasurer's Report reviewed.
- Discussed actual budget versus February budget from townships. Will wait for numbers from Penny. Will vote on Slack regarding Treasurer's Report.
- Library on list with Long & Barrell to be audited. Kendra to check on deadline.

Report of the Chair and Trustees: Highlights:

- Meeting with Union Township on 3/21. Discussed how any increase locally helps with an increase from the county and state.
- Union Township's January meeting had not yet voted on Nicole Sapna for the Trustee position.

Report of the Human Resource Committee: Highlights:

- No updates at this time,

Report of the Grant Committee: Highlights:

- Berks County American Recovery Grant has money remaining. Discussed submitting a quote for possibly HVAC system, door replacement, Grant provides 25% of a one-time project.
- Ashley is working on a grant for the Adult Collection.
- Discussed Odd Fellow's Grant. Suggestions included STEM oriented youth programs, diversity inclusive, items for programming, hands on programs, etc. Grant will be on-going. Ashley and Sarah are working on a letter.

Report of the Fundraising Committee: Highlights:

- Discussed plans for the Birdsboro Street Fair and Duck Derby:
 - Received sponsor for prize money.
 - To request donation from Mascaro.
 - Sell Duck tickets outside Boyer's.
 - Request gift cards from Boyer's and Redner's
 - Nicole scheduling entertainment.
 - DJ obtained.
 - Vendors and Food Trucks signing up.
 - A Unicorn and Bounce house to be at the event.
 - Discussed promoting event and sales.
 - Discussed buying more plastic ducks.
- Idea of Musical Bingo discussed.

Report of the Policy Committee: Highlights:

- Harassment/Sexual Harassment Policy reviewed. Motion to approve made by Lisa. Kendra seconded. Motion passed.
- Fiscal Policy reviewed. Motion to approve made by Kendra. Mary seconded. Motion passed.
- Inclement Weather Policy reviewed. Motion to approve made by Robin. Kim seconded. Motion passed.
- Policies now complete with those recommended by auditor.

Report of the Property Committee: Highlights:

- Property Committee held a meeting on 2/22/2022.
- HVAC quotes for two different options received. Replacing all units or maintenance on filters and system. Currently there is heat in the whole building and filters have been cleaned.
- Discussed painting Community Room. Refinishing floors and replacing doors.
- Making a "Secret Door" from Teen Room to Community Room.
- Grounds upkeep – Gate for trash, weed whacking.
- Possibility of having a mural painted either on inside or outside wall.

Reopening/COVID Committee: Highlights:

- Okay to move mask table.

Old Business: Highlights:

- New copier working out very well.

New Business: Highlights:

- No updates at this time.

Adjournment: At 9:08pm, Lisa made a motion to adjourn the meeting and Mary seconded. The motion passed. The next meeting is April 19, 2022 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary