

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, May 17, 2022

Call To Order: The meeting was called to order at 7:00pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Chrissy Mittura, Kim Unger, Kendra Hettel, Robin Fox, and Nicole Sapna, Lisa Kraljevich and Library Director Ashley Allen.

Minutes: The Minutes of April 2022 meeting were reviewed. Mary motioned to accept the minutes. Chrissy seconded. The motion passed.

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

- Monthly numbers reviewed. Numbers are a little less than last month. Discussed how children attending events in park mean less in the door which may decrease circulation. Decreased circulation equals decreased funding.
- New displays are up. Idea of Bundle Packs. A book and a movie.
- Summer Reading Kickoff is June 7th. Theme is Ocean of Possibilities.
- Adult Program – Recipe Swap. Posted on FB. May was Picnic theme. June is Summer Treats.
- Pirate Themed Escape Room planned for 6/16, 6/17 and 6/18.
- Painted wine glass event in July. Ocean theme.
- August event of presentation of Swedish Life and Culture.
- Discussed the number for Reference Questions and what it means.
- Candidate update given. New library aide will be starting end of May.
- Discussed Summer hours. Each library is allowed by the state 10 weeks of shortened weekend hours. Having Saturday hours from 9am to 1pm would save library money.

Lisa motioned to accept shortened hours for Saturday from 6/11-8/13. Mary seconded. The motion passed. Unanimous vote yes.

- Staffing and hours discussed

Report of the Treasurer: Presented by Kendra. Highlights:

- Report numbers reviewed.
- Correction for Summer Reading expense should be \$600 not \$6,000.
- Community Room rental reviewed.
- Discussed intake for Easter Breakfast, Santa Breakfast and Wine Pull. Community interest shown.
- Angry Anvil fundraiser- \$338.45.
- Discussed payroll and using QuickBooks versus continuing with ADP. Accountant, Penny reviewed with Kendra. Using QuickBooks would save money whether monthly or biweekly.

Lisa motioned to use QuickBooks for payroll. Mary seconded. The motion passed. Unanimous vote yes.

- Still being charged for copier/printer by Rico. Fraser was responsible for return and will handle it.
- UGI supplier had called with better rate. Will not be changing providers, will remain UGI just different supplier.

Robin made a motion to accept the Treasurer's Report. Chrissy seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- BCPL Meeting to be held on 5/18.
- No increase in funding from Union. No increase for any organization. Discussed how if local funding increases state funding increases also.
- Amity is requesting to be sent monthly minutes and Treasurer's Report (balance sheet and budget).
- Discussed hours needed yearly for Board Members training.
- A new District Consultant, Becky Wanamaker has been hired and will be reaching out to the Board.

Report of the Human Resource Committee: Highlights:

- No updates at this time,

Report of the Grant Committee: Highlights:

- Odd Fellow's Grant proposal submitted. Requested approximately \$3,000. Will hear by their September's meeting if approved.
- Berks County ARP Grant for doors discussed.

Report of the Fundraising Committee: Highlights:

- Discussed plans for the Birdsboro Street Fair and Duck Derby. Met with Parks and Recreation and will work together.
- Discussed updating Sponsor Letter for Derby to give more flexibility for use of donations.
- Chrissy will research Reading Coffee as a potential fundraiser.
- Discussed establishing a Friend's Group. Robin will meet with Ashley to explore ideas.
- Discussed Giving Letter. Ashley is working on wording and adding pictures. Discussed mailing list.

Report of the Policy Committee: Highlights:

- No updates at this time.

Report of the Property Committee: Highlights:

- Discussed painting the Community Room. Girl Scout Troop is interested. Also to get estimate from Andrew.
- Continue to work on wall/secret door.
- Estimate on replacing back door to community room and basement door is \$6,059.62. will request estimate for replacing community door only.
- Questioned if we have money available for maintenance contract for HVAC system.

Reopening/COVID Committee: Highlights:

- No updates at this time.

Old Business: Highlights:

- No updates at this time.

New Business: Highlights:

- Discussed if there was interest in adding computer coverage/data breach/restoration/ransom ware option to insurance coverage. Different levels of protection. Will not be adding at this time.

Adjournment: At 9:30pm, Lisa made a motion to adjourn the meeting and Kendra seconded. The motion passed. The next meeting is June 21st at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary