

**Boone Area Library Board of Trustees Meeting
Tuesday, October 20, 2020**

Call To Order: The meeting was called to order at 7:00 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Stephanie Woomer, Bridget Scogna and Library Director Crescenda Long. Absent was Lisa Kraljevich.

Also attending Kendra Hettel, a prospective Board member from Amity Township.

Minutes: The Minutes of September 2020 meeting were reviewed. Sue motioned to accept the minutes. Chrissy seconded. The motion passed.

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

- Discussed the hiring of a person for cleaning. Days and hours reviewed.
- Hours and days for curbside pick-up and when the library is open were discussed. Patrons having a difficult time remembering days and hours even when posted multiple places. Ideas discussed.
- Continuing activity packs for children, tweens and teens.
- Youth Book Club was successful. 7 participated in last event. Another is planned for November.
- Continuing with adult activity packs.
- Noted Exeter Library is now offering adult activity packs (copying Boone) Discussed the opening of other libraries.
- PALA conference this week. Crescenda will be attending. Budget decisions have not yet been made.
- Two options of a draft of the budget will be presented at next Trustee meeting.
- State provided Blanket Waiver of Standards for 2020 so libraries will not be held accountable for hours, continuing education. Needed to request waiver for 2019 related to CE credits. Already approved.
- Discussed circulation budget.
- Discussed ordering through Ingram/Systems versus Amazon.
- Bridget suggested to Crescenda idea of having author reviews.

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

- For the year we are at 91% of income and 55% of expenses.
- Portal is open to request forgiveness for PPP loan.
- Discussed considering changing mortgage as rates are decreasing.
- Discussed waiting for budget before deciding to pay additional principle payment on mortgage.
- Discussed on-line donations.
- Short \$10 in petty cash this week. Could be an error. Investigating.
- Discussed payments from townships. Mary and Crescenda attended Union meeting on 10/19. Amity trustees are to attend Supervisor's meeting tomorrow the 21st. Birdsboro trustees will be attending November Council meeting.

Sue made a motion to accept the Treasurer's Report. Bridget seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Celebrate achievements for the year, 2020. Push out to councils and community.
- Crescenda discussed the importance of the library and internet access that is available at the library. The community as the heart of the library.
- Discussed officer nomination process. President selects nominating committee chair. Voting in December.

Report of the Human Resource Committee: Highlights:

- Mary is working on guidelines for Trustee Orientation based on BCPL guidelines.

Report of the Grant Committee: Highlights:

- ALA sent information on small rural communities grant for service population under 25,000. Crescenda will explore.
- Discussed what email grant alerts go to. Bridget and Crescenda will work on this and creating accounts.

- Steph informed the Cares Act Grant was reviewed along with Crescenda and decided not to go forward,

Report of the Fundraising Committee: Highlights:

- Bridget reached out to businesses for donations of gift cards for December Lottery Calendar and gave updates. Discussed selling calendars outside of Redners, Turkey Hill or any other business.
- \$150.00 was raised at Rita's Fundraiser.
- Discussed December Lottery Calendar Fundraiser. Need to sell 70 calendars to raise \$1500 cash winnings, Birdsboro. Possible contest for staff in selling most calendars. Advertising on Facebook and other venues. Bridget made a motion to move forward with December Lottery Calendar with \$1750 being the largest expenditure. Steph seconded. The motion passed.

Report of the Policy Committee: Highlights:

- Inclement Weather Policy reviewed and suggestions made. Mary voted to accept the policy. Steph seconded. The policy was approved.
- Conflict of Interest policy discussed. Family vendors, Money, board member participation in raffles, etc. Chrissy will continue working on it.
- Chrissy is making progress on Whistleblower Policy and will contact Stephanie Williams for suggestions.

Report of the Property Committee: Highlights:

- Discussed air conditioner leak in maintenance room. Expert Air was used previously to fix AC issues. Also discussed removing AC unit from wall in book sale room.
- Steph and Crescenda met with Maxwell Lighting. Discussed lighting issues. Will be sending estimate.
- Discussed ways to thank Anchored Ministries for all the work they did for the library.

Reopening/COVID Committee: Highlights:

- Discussed rental of Community Room at this time during COVID risk. The need to deep clean between uses, ensuring groups following rules, which groups can use room, number of people in the room, state guidelines etc.

Old Business: Highlights:

- Crescenda and Chrissy working together in setting up codes and researching use of Square. Will be setting up an account and will be used for credit card payments.

New Business: Highlights:

- Sue discovered projector with USB cable is broken and cannot be hooked up to a laptop for presentations. Discussed purchasing a new projector. Chrissy will research.
- Jody Ewig asked about the library's involvement in Birdsboro Hometown Christmas. Crescenda reached out to Nancy Kaufman for more information. Unsure if permitted to sell items or if need to be free. Crafts, food or activity. Discussed importance of presence of the library.
- \$530 left from grant for marketing that needs to be voted on by December.
- Trunk or Treat being held in Main Bird Park on Saturday. Library will be participating. Crescenda and Sarah will be attending.
- Annual giving is at \$3,880.00

Adjournment: At 9:14pm, Sue made a motion to adjourn the meeting and Bridget seconded. The motion passed. The next meeting is November 17, 2020 at 7pm.

Executive Session: At 9:15 the Board went into Executive Session to discuss tuition reimbursement for the Director. Executive Session adjourned at 9:25pm.

Respectfully submitted,
Kimberly J. Unger, Secretary