

**Boone Area Library Board of Trustees Meeting
Tuesday, September 15, 2020**

Call To Order: The meeting was called to order at 7:05 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Stephanie Woomer, Lisa Kraljevich and Bridget Scogna. Absent was Library Director Crescenda Long.

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

Report of the Director: Mary noted:

- Crescenda will send out report Wednesday morning.
- A cleaning person has been hired and a staff member has resigned.
- Rerouting gutter for water issues.

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

- Discussed line 7158 concerning Lions/Lioness donation.
 - New staff member questioned withholding tax. To be addressed with ADP.
- Sue made a motion to accept the Treasurer's Report. Mary seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Mary discussed required trustee training from Stephanie Williams for new trustees.

Report of the Human Resource Committee: Mary presented an update. Highlights:

- Discussed setting up guidelines for a trustee orientation program for Boone Area Library.

Report of the Grant Committee: Highlights:

- Alerts going to Boone Library email for potential grants.
- Members of ALA and PALA receive alerts for grants. Crescenda is currently a member of ALA. PALA conference is in October.

Sue made a motion for Crescenda to subscribe to PALA. Bridget seconded. The motion passed.

Report of the Fundraising Committee: Lisa presented an update. Highlights:

- Rita's fundraiser set for Tuesday 9/29 from 5pm to 8pm. To be advertised on FB and flyers. Will receive 20% of sales plus prize wheel.
- Boscov's Friends Helping Friends on 10/14 and 10/15. Library will get percentage of sales if mentioned at check out.
- Discussed holding Santa Breakfast and participating in Christmas in Birdsboro. Crescenda attended a meeting for Christmas in Birdsboro.
- Duck Race event discussed. \$1,152.00 made in profit.
- Discussed holding a raffle in December based on the daily lottery number. "25 Days of Christmas."
- Giving Letter brought in \$2,255.00 in donations. Chrissy sent copies of last 2 Giving Letters To Crescenda to review for future mailings.
- Lisa will follow up with Support PA for payments.

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

- Whistleblower Policy using legal jargon. Discussed informing person making complaint was followed up.
- Inclement Weather Policy had been approved.

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

- See attached for Property Committee Meeting Minutes from 9/2/2020.
- Discussed hiring Andrew Michio to scrape, paint and repair walls of book sale room for \$1,242.00. Approximate start date of 9/21. Discussed moving books and shelves.

Bridget made a motion to approve Andrew Michio to paint, etc book sale room for \$1,242.00. Sue seconded. The motion passed.

- Discussed lighting issues. Replacing ballast versus bulbs. Sue has a call into the electrician. Lisa explained how Maxwell Lighting would evaluate lighting needed and grants available.
- Anchored Ministries will be painting main room and an electrician member will be evaluating/fixing lighting in main room and office. Colors discussed.

Steph made a motion not to exceed \$600.00 on lighting in main room and office. Chrissy seconded. The motion passed.

Steph made a motion not to exceed \$500.00 on paint for the main room. Chrissy seconded. The motion passed.

- Discussed reaching out to contractor used last year for snow removal for this Winter.

Reopening Committee: Highlights:

- Sue reported on Eagle Eye Book Club. There is interest in trying to meet in October. Place TBD.
- Discussed when library will be opening for inside programs.
- Discussed rental of Community Room at this time during COVID risk. Reopening Committee will be meeting.
- Survey results from Berks County Libraries determined all libraries will be needing supplies.

Old Business: Highlights:

- Chrissy discussed the use of Square. Crescenda and Chrissy will work together in setting up codes and researching use.

New Business: Highlights:

- Introducing Crescenda to municipalities. Thanking municipalities for their support.
- Recruiting new board members.

Adjournment: At 9:07pm, Sue made a motion to adjourn the meeting and Chrissy seconded. The motion passed. The next meeting is October 20, 2020 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary