

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, September 21, 2021

Call To Order: The meeting was called to order at 7:02 pm by Vice Chair Chrissy Mittura. Those in attendance were Trustees Chrissy Mittura, Kim Unger, Kendra Hettel, Bridget Scogna and Lisa Kraljevich. Also in attendance was Library Assistant Ashley Shafer and Children's Librarian Sarah Terry. Absent were Mary Picariello and Stephanie Woomer.

Minutes: The Minutes of August 2021 meeting were reviewed. Lisa motioned to accept the minutes. Kendra seconded. The motion passed.

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

- September Newsletter was emailed out on 9/2. Some emails returned. Paper copies also available.
- October Newsletter is almost completed and will go out 10/1 or 10/2.
- Presented door count which was down but to be expected for the month.
- Circulation and Program numbers reviewed.
- New items for October were ordered 9/15.
- October adult craft packs will be a Fall Bucket List.
- Signs for new hours which start 10/1 are being hung. Expanding until 5pm M/W/F.
- Carpet being installed.
- Ashley discussed her offer from Systems Headquarters.

Sarah presented additional highlights:

- Attended August Director's meeting which was held in person.
- Furniture was ordered 9/20 for Crescenda's Corner. To be shipped on 10/11. Sarah will be notified when it will be delivered. Plaque to be made in memory of Crescenda.
- Story Time to be continued outside until November.
- Discussed request by patron for using community room.
- BCIU student volunteers to be returning 10/4.
- Received thank you from ARL related to donation as a summer prize.
- Library donated adult trivia packs to Angry Anvil.
- Police officer to attend Story Time on 9/22.
- Received extra craft packs from Systems which were ones already done so they were donated to Live and Learn Preschool.
- Participating in Boo to You on 10/23. Candy donations appreciated.
- Discussed circulation of YA books.
- Discussed use of 3D printer.
- New library aide hired.

Report of the Treasurer: Highlights:

- Sent out and reviewed. Will vote via Slack.

Report of the Chair and Trustees: Highlights:

- Staff meeting held and reported on Slack by Chrissy.
- URR will be handled by Mary. CE credits to be reported. Spreadsheet on director's computer. 6 credits every 2 years needed by staff.
- Agenda to be posted on website before meeting. Then to be replaced with Minutes.

Report of the Human Resource Committee: Highlights:

- Continue searching for new Director. Discussed current applicants.
- New Bookkeeper hired and to start mid-October.

Report of the Grant Committee: Highlights:

- Discussed talking to staff about what needs are.
- Discussed Orphans and Oddfellows Grant.

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

- Committee had a meeting via Zoom.
- Christmas in Birdsboro/ Birdsboro Hometown Christmas being held on 12/11 from 4pm to 8pm. Discussed alternatives to Santa Breakfast. Having a Gingerbread Contest and/or selling cookies by the dozen.
- Bruce Hoffman books were sold at St. Mark's Fall Fest. Discussed use of donation bowl.
- T-Mobile hotspots as a fundraiser being researched by Kendra.
- Idea of having a Chili Cook Off in February around the time of the Superbowl.
- Summer Giving Campaign donations discussed and amount received at this time. Mailing list update discussed.

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

- Currently working on Capitalization Policy.

Report of the Property Committee: Highlights:

- Carpeting currently being installed.
- HVAC – no further leaking.

Reopening/COVID Committee: Highlights:

- Option for patrons to wear masks.

Old Business: Highlights:

- Discussed Community Room rental/furniture.

New Business: Highlights:

- Discussed Patron Code of Conduct.

Adjournment: At 8:59pm, Chrissy made a motion to adjourn the meeting and Lisa seconded. The motion passed. The next meeting is October 19 2021 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary