

Boone Area Library Board of Trustees Meeting

Tuesday, October 18, 2016

The meeting was called to order by President, Sue Fix at 7:01 PM.

Trustees in attendance: Sue Fix, Matt Lamm, Jenn Harding (late), Adrienne Salaneck, Julia Olafson, Cheryl Martinozzi, Sandra Kline, Amy Resh (Director)-by phone for Director's report only

Trustees Absent: None

Minutes: Motion to accept the August, 2016 Minutes was made by Cheryl Martinozzi; seconded by Matt Lamm; motion carried.

There was no quorum for the September meeting; therefore minutes are unofficial and unpublished.

Report of the Library Director: see attached

Report of the Treasurer

September

- Income: Union Township is paid for the year. They paid in 3 installments because 1 payment was missed during the transition of managers. We have received Boyer's caring and sharing disbursement.
- Expenses: Doorknobs and locks have been replaced. The old BB&T mortgage still appears as a line item but only because we have not received a zero statement yet from BB&T. It should be zeroed out by next reconciliation. We are paying on the new mortgage.
- Motion to accept the report of the treasurer made by Matt Lamm; seconded by Sue Fix. Motion carried.

October

- Income: Funds from multiple small fundraisers have been received. We have received all of Amity's annual distributions and 3 of the 4 allotments from Birdsboro.
- Expenses: The final payment for Edward's copier has been made.
- BB&T has still not sent us a \$0 statement to be able to remove that line item. The current mortgage is \$52,000 and is being paid on.
- Motion to accept the report of the treasurer made by Cheryl Martinozzi; seconded by Sandra Kline. Motion carried.

We will need to find a new audit company for this year. There are 2 companies in area that do nonprofit accounting. Both of these businesses are in the midst of parting ways so we will need to wait until this is completed before being able to proceed with decision.

Report of the President & Trustees

- Fundraising ideas- Boy scouts/girls scouts take annual letters around. Reppert's candy sale, sandwich coupons, pig roast.
- Cheryl Martinozzi-report from attending trustee seminar
 - "ABC's of Effective Management": Session included topics and suggestions for running efficient meetings. One of the things suggested was moving new business to the beginning of the agenda, putting all reports requiring approval together and approving all by one motion. They suggested getting reports and minutes out for review before the meeting to expedite the process.
 - Financial record keeping was more challenging. Cheryl Martinozzi will get together with Julia Olafson to review the session.
- BCPL Trustee meeting- no report
- Results of meetings with Townships:
 - Union Township will hand out Boyer's cards for us. Boone Area Library is slated for 5% increases annually during budget planning. They are requesting copies of the budget and 3 years of annual statistics.

- Birdsboro recently had their budget workshop. Upon review found \$675 slated for matching grant that was to be dispersed to offset summer reading. This will be dispersed. They were unable to give us an increase this year. They would like copies of annual budget and the 3rd quarter financial report.
- Amity Township's meeting is tomorrow night. Jen Harding and Sue Fix will attend.
- The number of activities we have available, our fundraising attempts, and our community engagement surprised all of the Boards.

Policy Review

- none

Committee Reports

- Fundraising:
 - Applefest raffle brought in \$160, Boscovs' friends helping friends resulted in \$230.
 - Kelsy O Shea's is interested and willing to work with us on a fundraiser.
 - Sweet Street Truck Nov 12, 2017 from 9 am to 4 pm. Location has been moved to Boyers market. There will be 1 gluten free dessert and they will have some sugar free desserts on the day of sale. Pre-orders will start soon. Payment is expected at the time of order.
 - Christmas in Birdsboro, Santa breakfast, and basket raffle are scheduled for December 10, 2017.
 - Goal: To get annual giving letters out by November 1, 2017.
- Building: DS elite construction estimate has been received for the priority issues.
 - Director's office-There is a water leak around the air condition. Cleaning the gutter did help but the problem requires a more permanent solution. There is no ductwork to room so we need way to heat and cool the room effectively. Contractor suggested removing the old AC, closing the opening with block and recommended a Minisplit, which will both cool and heat the room. Estimate is \$6600.
 - Lisa's office-Needs paint wall repair, downspouts. Estimate is \$2500.
 - Hoffman room- Large crack across the doorway into children's room. Contractor recommended a structural engineer look at it before proceeding.
 - Price tags are much more than expected. More estimates are needed.

Old Business

- Bathroom upgrades: If upgraded now, would need to be ADA compliant, which would include widening doors and allow for only 1 stall in the women's room. The men's room may be too small period to do anything with. Piping must also be a certain size and require complete reinstallation.
- The Library will be applying for a grant from Home Depot to repaint the teen room, apply Kilnz, and a sealant. As part of the grant agreement, volunteers must complete the work.

New Business

- From one of the sessions that Sue Fix attended at trustee seminar: The Library Board's job is to determine what they see as a vision for the future of the Library. It is the Library staff's job to make that vision come true. The Board needs to identify the needs of community for a 3-5 year time frame. Some ideas and suggestions made included: GED classes, literacy programs, therapy dogs, socialization areas for older individuals, finance counseling, math help, tutoring, pets, drug awareness and other prevention activities, athletics, chess, music, game club, family entertainment, teaming with parks and recs for activities like music in the park, employment assistance, interview skills, application assistance, being a debate center for local political candidates, and participating in local author nights.

Business for next agenda

- none

Announcements

- none

Adjournment

At 8:42 PM, Cheryl Martinozzi made a motion to adjourn the meeting; seconded by Julia Olafson; motion carried.
 Next meeting scheduled for November 15, 2016 @ 7:00 PM.
 Executive session 8:45-9:20 PM