

Boyertown Community Library
Board of Trustees Meeting
December 11, 2019

Meeting was called to order at 7:28 PM.

In attendance: Lindsey Mason, Michael Murphy, Tina Brown, Lori Carnes, Andrea Kershaw, Kelly Kindig, Pat Nunan, Chuck Wohl, Director Susan Lopez

Guests: None

1. Call to Order
2. Roll Call
3. Approval of November Minutes
 - a. Pat motioned to approve the November 2019 minutes. Mike seconded. All in favor. Motion passed.
4. Nominations and Governance
 - a. Chuck reiterated the nominations discussed at the previous meeting.
 - b. Rob Kistler, a candidate for trustee, was interviewed and passed a reference and background check. His nomination to the Board was approved at the November meeting, pending the results of the reference and background check.
 - c. Justin Hall, a candidate for trustee, was interviewed and passed a reference and background check. The Board discussed his qualifications. After discussion, Tina motioned to approve Justin as a trustee, to join the Board in January 2020. Mike seconded. All in favor. Motion passed.
5. Report of Director
 - a. Susan thanked Andrea, Cindy, Tina, and Pat for organizing and handling the Library's participation in the train show in November.
 - b. Susan attended the Living Gifts Fair and the BMBA Charity Auction.
 - c. The Friends sponsored a tree on behalf of the Library at the Festival of Trees.
 - d. The Library-sponsored trip to Cape May was a nice event.
 - e. Staff reviews are complete.
 - f. Deb announced her intention to retire in January 2020. Susan will develop a plan to account for this transition.
 - g. The system updated its service policy, which likely will require the Library to update its service policy.
 - h. The BCPL Awards will be held on January 29 at 6:30 PM.
 - i. The Board discussed the requisition and posting of a new position, Assistant to the Director, and reviewed a draft job description. Chuck motioned to approve the posting of the new position. Mike seconded. All in favor. Motion passed.
6. Report of Treasurer
 - a. A down payment was made on the boiler system.
 - b. The Board then discussed the financial report that Cindy distributed prior to the meeting. Although the budget shows a loss of approximately \$96,000, much of that is a

“paper loss” resulting from the sale of the land. When that is discounted, the loss is closer to \$3,000, which is less than what was forecasted in the budget.

7. Committee Reports

a. Facilities (Mike and Pat)

- i. The work for the heating system was awarded to Boyertown Oil.
- ii. Additional electric work must be performed at the rental properties. The committee asked TL Conrad Electric to provide an estimate.
- iii. Pat then discussed obtaining a service plan for the heating system through Boyertown Oil, which would cover the annual servicing and provide 24/7 support, and recommended that the Board enter into the service plan. Andrea made a motion to approve entering into the service plan. Mike seconded. All in favor. Motion passed.
- iv. Pat will be looking at how to fit additional bookshelves on the first floor.
- v. Body-Borneman has fixed the wall between its property and the old building.

b. Fundraising Committee (Lindsey)

- i. The wine tasting event will be held on March 14, 2020 (snow date: March 21).
- ii. The Board discussed holding an indoor flea market or bazaar on January 25, 2020.

c. Policies

- i. The Board will discuss potential changes to the Bylaws at the January meeting.

8. Unfinished Business

- a. The deadline has passed for Opal Rose to claim its property, and no claim has been made. The facilities committee will take care of the disposal.

9. New Business

- a. None.

10. Good of the Order

- a. Notice of the January 2020 Board meeting must be advertised in a local newspaper.

11. Meeting was adjourned at 8:43 PM.

The next meeting of the Boyertown Community Library Board of Trustees will be held on January 8, 2020 at the Boyertown Community Library, commencing at 7 pm.

Action Items

All Board members to review Bylaws before the next meeting.