

Boyertown Community Library
Board of Trustees Meeting
December 12, 2023

Meeting was called to order at 7:01 PM. The meeting was held at the Boyertown Community Library.

In attendance: Tina Brown, Kelly Kindig, Cindy Mellor, Rob Kistler, Pat Nunan, Justin Hall, Andrea Kershaw, Sara Bates, Sarah Vasquez, Kathy Kolb (virtual), Director Denise Pulgino-Stout

Absent: None

Guests: None

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the October Board of Trustees meeting of October 24, 2023.
 - a. Pat motioned to approve the minutes of the October Board Meeting. Sara seconded. All in favor. Motion approved.
5. Report of the Director
 - a. Denise submitted a detailed report prior to the meeting. There were no questions or comments.
 - b. Giving Tuesday raised close to \$6,000.00. Denise plans to replace the PC's with new laptop computers once there is enough money.
 - c. The BCPL System is asking member libraries to allocate more money for electronic resources for 2024.
6. Report of the Treasurer
 - a. Cindy submitted the October and November financial reports prior to the meeting. She explained the difference between building assets and building expenses regarding renovations and improvements. Pat motioned to approve the October and November financial reports. Andrea seconded. All in favor. Motion approved.
7. Committee Reports
 - a. Executive (Tina)
 - i. No report.
 - b. Facilities (Pat)
 - i. Pat's report was distributed prior to the meeting.
 - ii. There are a lot of projects on hold pending the approval of a new budget. There is nothing emergent that needs addressing.
 - iii. Pat has started pricing new tables and chairs for the conference room. The cost will be around \$6,000.00.
 - c. Finance (Cindy)
 - i. Cindy distributed the proposed budget for 2024 prior to the meeting. There was a discussion about additions and removals from the budget. Even though as many expenses as possible have been cut, and with state aid still not being approved, due to System required collection expenditures there is a projected deficit for 2024.

- ii. Denise recused herself for a discussion about the proposed staff wage increases she submitted prior to the meeting. Justin motioned to approve all of the suggested wage increases. Kelly seconded. All in favor. Motion approved.
 - iii. Pat motioned to approve the 2024 budget pending a change for new computers. Kathy seconded. All in favor. Motion approved.
 - d. Fundraising (Andrea)
 - i. Andrea’s report was distributed prior to the meeting. There were no questions or comments.
 - e. Governance (Kelly)
 - i. Prior to the meeting Kelly submitted updated Conflict of Interest, Credit Card Procedure, Program, Cash Management, and Service policies with proposed changes, as well as a new Library Abuse Prevention Policy recommended by the Library’s insurance broker. Cindy motioned to approve all policies. Justin seconded. All in favor. Motion approved.
 - f. Planning (Tina)
 - i. DAZA Development submitted a report about the work they have been doing for the Library.
 - ii. There was a discussion about when to meet with Jeanne from DAZA for an “Art of the Ask” training program. It was agreed that the meeting will be February 3, 2024 at 10:00 AM with a virtual option available for those that aren’t able to attend.
- 8. President’s Report (Tina)
 - a. There was a vote via email to change the February board meeting time to 8:00 PM due to a town hall meeting that the Library will be hosting from 6:30-8:00 PM. All in favor. Motion approved.
 - b. A new potential board member has applied and been interviewed. Kathy is currently checking her references. A few other people have also submitted applications.
 - c. Kelly submitted a list of committee assignments for 2024 as well as a slate of officers. With Cindy’s term ending, there was a discussion about who will replace her as Treasurer and if it needs to be a board member.
- 9. Friends Report
 - a. No report.
- 10. Old Business
- 11. New Business
- 12. Good of the Order
- 13. Andrea motioned to adjourn the meeting. Cindy seconded. All in favor. Motion approved. Meeting adjourned at 8:25 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on January 16, 2024, at the Library, commencing at 7:00 PM.

Action Items

None