

Boyertown Community Library
Board of Trustees Meeting
January 8, 2020

Meeting was called to order at 7:40 PM.

In attendance: Lori Carnes, Cindy Mellor, Kelly Kindig, Pat Nunan, Chuck Wohl, Rob Kistler, Justin Hall, Director Susan Lopez (Andrea Kershaw was excused)

Guests: None

1. Call to Order
2. Roll Call
3. Approval of December Minutes
 - a. Two corrections will be made to the minutes: Correction of Justin Hall's last name in item 4(c) and correction of the indoor bazaar date to January 25, 2020 in item 7(b). With those changes, Cindy motioned to approve the December 2019 minutes. Pat seconded. All in favor. Motion passed.
4. Report of Director
 - a. Susan discussed the circulation and other statistics for December 2019.
 - b. RB Digital has been expanded and is in use. The Board requested monthly statistics for digital platforms.
 - c. Susan also discussed goals for 2020:
 - i. Completion of the Employee Handbook, which is currently in process
 - ii. Displaying more exhibits in the library
 - iii. Beginning to plan for the replacement of patron computers
 - iv. Strategic planning
 - v. Evaluation of space for housing books and materials
 - d. The Fundraising Committee was nominated for an award at the BCPL Awards on January 29, 2020 at 6:30 pm.
5. Report of Treasurer
 - a. Cindy distributed a budget worksheet. We may need to access the line of credit this month due to the change in when the library receives the rental payments as a result of the property management contract, which is affecting cash flow.
 - b. Trustees should review the 2020 budget, which will be voted upon at the February 2020 meeting. In the interim, the 2019 budget will be continued through February 2020.
6. Committee Reports
 - a. Facilities (Pat)
 - i. The committee is still working through issues with the property management contract.
 - ii. A tenant has requested some modifications to her apartment. The committee is investigating the feasibility of the modifications. In addition, some maintenance items related to her apartment will be completed in the near future.

- iii. Pat discussed the possibility of cleaning up the commercial property at 31 East Philadelphia Avenue to make it “move-in ready.” Pat will obtain two bids to perform clean up work not to exceed \$2,000.
 - iv. The Met-Ed grant will need to be reviewed prior to submission.
 - b. Fundraising Committee (Lori)
 - i. The indoor flea market and bazaar will be held on January 25, 2020, from 9 am to 2 pm. Trustees were asked to donate items for the flea market and to solicit donations.
 - ii. The wine tasting event will be held on March 14, 2020.
 - c. Governance Committee (Chuck)
 - i. The committee has not met in the last month, but will be focused on orientation and training for the new members.
 - d. Executive Committee (Chuck)
 - i. The Board would like to analyze the cost/benefit of maintaining the rental properties.
- 7. Old Business
 - a. The insurance company is requiring implementation of an abuse prevention policy.
 - b. The Board training day will be held on February 22, 2020.
- 8. New Business
 - a. The Board will be talking to a potential trustee candidate later this month.
 - b. Trustees were asked to update their contact information.
 - c. Pat moved to remove Lindsey Mason and Mike Murphy from the list of authorized individuals on the library bank accounts and to add Chuck and Lori. Justin seconded. All in favor. Motion passed.
- 9. Meeting was adjourned at 9:16 PM.

The next meeting of the Boyertown Community Library Board of Trustees will be held on February 25, 2020 at the Boyertown Community Library, commencing at 7 pm.

Action Items

All Board members to review Bylaws before the next meeting.