

Boyertown Community Library
Board of Trustees Meeting
January 16, 2024

Meeting was called to order at 7:18 PM. The meeting was held virtually via Zoom because the library was closed due to inclement weather.

In attendance: Tina Brown, Kelly Kindig, Cindy Mellor, Rob Kistler, Pat Nunan, Justin Hall, Andrea Kershaw, Sara Bates, Sarah Vasquez, Kathy Kolb, Amy Nase, 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 December Board of Trustees meeting of December 12, 2023.
 - a. Rob distributed the minutes prior to the meeting. There were no questions or comments. Pat motioned to approve the minutes of the December Board Meeting. Justin seconded. All in favor. Motion approved.
5. Report of the Director
 - a. Denise distributed her report prior to the meeting. There was a discussion about the decline in patron computer use.
 - b. Denise asked if some board members could be present on January 18th at 8:30 AM for a tour for the Tri-County Chamber of Commerce.
 - c. There was a brief discussion about a plan to work with DAZA Development to apply for a large grant that is available to PA libraries.
 - d. Denise asked to close the library on February 7th for training and practice with the new system-wide circulation system that will go live on February 8th. Andrea motioned to approve the request. Justin seconded. All in favor. Motion approved.
 - e. The new Automation Agreement was distributed by the BCPL System prior to the meeting for approval by all member libraries. Kathy motioned to approve the agreement. Justin seconded. All in favor. Motion approved. Tina and Rob will need to sign the document.
6. Report of the Treasurer
 - a. Cindy submitted the December financial reports prior to the meeting. She explained an adjustment that was made to a PayPal deposit that was mis-posted. Justin motioned to approve the December financial reports. Andrea seconded. All in favor. Motion approved.
7. Committee Reports
 - a. Executive (Tina)
 - i. No report.
 - b. Facilities (Justin)
 - i. Justin's report was distributed prior to the meeting. There were no questions or comments.
 - ii. The committee is continuing to get quotes for new HVAC air handlers, porch steps repair, stained glass window repair and ADA doors.

- c. Finance (Cindy)
 - i. No report.
 - d. Fundraising (Andrea)
 - i. No report.
 - ii. The committee will be meeting on January 18th.
 - e. Governance (Kelly)
 - i. No report.
 - f. Planning (Tina)
 - i. No report.
8. President's Report (Tina)
- a. Tina questioned if everyone was receiving the Trustee Talk newsletter.
9. Friends Report
- a. No report.
 - b. Denise has asked Amanda from the Friends to fund dispensers and supplies for feminine hygiene products for the restrooms.
10. Old Business
- a. Tina reminded everyone about the DAZA workshop on February 3rd from 10 AM – 12 PM, and that the February board meeting will commence at approximately 8 PM after the town hall meeting at the library.
11. New Business
12. Good of the Order
13. Pat motioned to adjourn the meeting. Andrea seconded. All in favor. Motion approved. Meeting adjourned at 7:42 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on February 20, 2024, at the Library, commencing at 7:00 PM.

Action Items

Distribution and completion of the COI forms

Tina and Rob to sign the Automation Agreement