

Boyertown Community Library
Board of Trustees Meeting
July 24, 2019

Meeting was called to order at 7:05 PM.

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

Guests: None

1. Call to Order
2. Roll Call
3. Approval of June Minutes
 - a. Pat motioned to approve the June 2019 minutes with the above correction. Cindy seconded. All in favor. Motion passed.
4. Report of Director
 - a. Circulation is down a little.
 - b. The fund drive letter was sent out, and \$7,000 already has been received.
 - c. Susan discussed some resources available through the library.
 - d. Cleaning by staff has been going well. In addition, volunteers are assisting staff with some cleaning duties.
 - e. September 14: Pottstown Hospital is hosting an event for all organizations participating in the Amazing Raise. The Hospital asked if the library could send volunteers to read books.
 - f. Volunteers are needed for the Wine Walk in August.
5. Report of Treasurer
 - a. The Board discussed the financial reports distributed by Cindy via email. There was a decrease in cash on hand, but that was due to paying off certain debts.
 - b. The Board discussed salary increases for staff, based on Susan's proposal. Tina motioned to approve Susan's proposal. Chuck seconded. All in favor. Motion passed.
 - c. The Board discussed transitioning from the use of a debit card for staff to use for purchasing supplies to a credit card. Lori provided an application for Susan to complete.
6. Committee Reports
 - a. Facilities (Mike and Pat)
 - i. Minor improvements will be made to the outdoor area for employees.
 - ii. The soffit and fascia in certain parts of the exterior of the old building are beginning to rot. The committee will explore obtaining a grant for the work through Building a Better Boyertown.
 - iii. Dr. Carr reported a leak in his rental unit. The committee is investigating the cause of the leak and will take appropriate action.
 - iv. Apartments are inspected every three years, which was done in the last month. One apartment passed inspection, but two others did not due to faulty GFIs and a smoke detector not working. Those issues will be addressed and the apartments that did not pass will be re-inspected.

- v. One tenant reported damage to her bathroom ceiling due to moisture. Upon motion, the Board approved the committee asking Dave to fix the bathroom ceiling in one apartment, the window sill in 29 front apartment, and the ceiling in 29 lower apartment; if he is unable, the committee will engage Randy to do so.
 - vi. The committee continues to work on the HVAC project.
 - b. Fundraising Committee (Lindsey)
 - i. The disc golf tournament will be held on September 28, beginning at 9 AM.
 - ii. There will be a fundraiser at Rita's on August 8 from 6 PM to 9 PM.
 - c. Policies
 - i. The Board reviewed and, upon motion by Chuck and seconded by Pat, approved the Computer Use Policy, Collection Development Policy, and Program Policy.
 - ii. Discussion regarding the Harassment Policy and Bylaws was tabled until the next meeting.
- 7. Unfinished Business
- 8. New Business
 - a. The library maintains a PayPal account that Susan is unable to access. The Board will discuss it further at the next meeting.
- 9. Good of the Order
- 10. Meeting was adjourned at 9:37 PM.

The next meeting of the Boyertown Community Library Board of Trustees will be held on September 11, 2019 at the Boyertown Community Library, commencing at 7 pm.

Action Items

All Board members to review Harassment Policy and Bylaws before the next meeting.