

Boyertown Community Library
Board of Trustees Meeting
March 13, 2019

Meeting was called to order 7:06pm.

In attendance: Michael Murphy, Lindsey Mason, Cindy Mellor, Lori Carnes, Kelly Kindig, Director Susan Lopez

Guests: Future Board Members Chuck Wohl and Pat Nunan

1. Call to Order
2. Roll Call
3. Visitors are two prospective board members Chuck Wohl and Patricia Nunan. Kelly made motion to contact municipalities to appoint them both. Lori second. All in favor. Motion approved. Lindsey will contact municipalities. Pat – Douglass Berks; Chuck - Boyertown
4. Approval of February Minutes
 - a. Lori made motion to approve minutes. Mike second. All in favor. Motion approved. Lindsey will send official minutes to Susan to file.
5. Report of Director
 - a. Presented “A Year In Review.” Board will review and send any necessary edits.
 - b. CPR Training kit in circulation – donated by Boyertown Ambulance
 - c. RB Digital launched March 5, 2019 – 64 people registered already and 30 items were checked out as of 3/12/19. \$2,500 for the year for limited titles. We can pay \$10,000 for unlimited titles, but we want to see how popular it is before spending the money.
 - d. CreativeBug – Launching Friday, March 15, 2019 – Crafting videos available to our patrons
 - e. Looking into Linda.com (workforce development)
6. Report of Treasurer
 - a. Accounts look good
 - b. Tentative closing on land is April 4th
7. Committee Reports
 - a. Facilities (Mike)
 - i. Elevator Inspection will be in April
 - ii. Computer has been fixed
 - iii. Discussion was had based on the boiler issue. Once we have quotes, Lindsey will go to RPL to research grants.
 - iv. Susan met with Dave Searce about drawing up schematics. He will do it for \$1,800. Mike made motion to approve Dave to do the schematics. Lori seconded. All in favor. Motion approved.
 - v. Waiting for glass to come to fix door leading to the apartment stairs above 29 E Phila.
 - vi. Estimated 1,400 gallons of oil in the tank. Dave estimates that it should last about 50 days and will most likely get us through the season. Dave saved us about 1,000 gallons by coming in to turn the heat down overnight.

- vii. Boiler inspection is due at 29 E Phila. 31 E Phila isn't due until 2020. We are going to try to do them together to save some money.
 - viii. Longacre Quarterly Maintenance – Dave can do the quarterly maintenance on his own. Mike suggested giving Dave extra money to do the maintenance. Susan mentioned that Dave doesn't use his current allotted hours. Mike will cancel the contract and talk to Dave about how many hours he thinks he needs.
 - ix. Building Emergency Fund – we still need one
 - b. Fundraising Committee
 - i. Wine tasting event raised about \$6,000
 - ii. Disc Golf Tournament 9/28
 - c. Policies
 - i. Andrea, Lori, Kelly, Chuck, and Pat need clearances.
 - ii. Sexual Misconduct Policy – Anyone that has signed already had to do the annual initialing. New board members have to read and sign.
 - iii. Inclement Weather – Everyone read and come back to vote next month. Lindsey will bring three more policies next month.
 - iv. Look at program policies for future programs in light of the drag queen story times.
 - d. Personnel
 - i. Cindy motioned to change to similar UPMC policy. Kelly second. All in favor. Motion passed. Lindsey will contact Mark Fluharty.
- 8. Unfinished Business
 - a. Municipality Meetings – Kelly went to Earl and gave them some information. They also appointed her during this meeting.
 - b. Reading Elevator – Changed to quarterly maintenance. Inspection is up in April. Susan will check with Dave to see if he is scheduling that.
 - c. Kriebel vs. CzarStar – Tabled
 - i. Susan talked to Kriebel about renting and how that would work with the alarm. She hasn't heard back yet.
- 9. New Business
- 10. Good of the Order
- 11. Meeting was adjourned at 9:08pm.

Action Items

ALL – Read Inclement Weather Policy and report back with any needed changes. Review “A Year in Review” and send necessary edits to Susan.

Lindsey - contact municipalities about Pat and Chuck appointments; send official February minutes to Susan to file; research boiler grants at RPL; Bring three more policies to be reviewed at April meeting; contact Mark Fluharty about insurance change.

Mike – Cancel Longacre quarterly maintenance contract and talk to Dave about how many hours he would need to do that.

Andrea – Need clearances and Sexual Abuse/Molestation Policy (Susan has Sexual Abuse/Molestation Policy for you to read and sign)

Lori - Need clearances

Kelly - Need clearances and Sexual Abuse/Molestation Policy

Chuck (once appointed) - Need clearances and Sexual Abuse/Molestation Policy

Pat (once appointed) - Need clearances and Sexual Abuse/Molestation Policy

Susan – Check with Dave to see if the elevator inspection has been scheduled.