

Boyertown Community Library
Board of Trustees Meeting
March 28, 2023

Meeting was called to order at 7:02 PM. The meeting was held at the Boyertown Community Library.

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

Absent: Sara Bates

Guests: None

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the January Board of Trustees meeting of February 28, 2022.
 - a. Cindy motioned to approve the minutes of the February Board Meeting. Andrea seconded. All in favor. Motion approved.
5. Report of the Director
 - a. Denise distributed a detailed report prior to the meeting.
 - b. After discussion with staff, Denise is recommending a new part-time desk person instead of a development person, and will re-shuffle staff to meet other needs. She is also looking into a development consultant.
 - c. Wine Walk is April 28, 2023. We need volunteers and wine.
 - d. Denise has been trying to decide what to use the BCCF grant for. There was a discussion about using it to purchase new laptop computers to be used for computer classes, and TV's for the conference room. Justin motioned to approve \$8940.30 (a quote Denise got from the System) for the purchase of six laptops to replace old ones currently in use plus four additional. Pat seconded. All in favor. Motion approved. Justin motioned to approve \$1534.94 (quote from the System) for the purchase of two TV's. Chuck seconded. All in favor. Motion approved.
 - e. There was a discussion about the next round of computer replacement. Staff computers and card catalog computers are next in line. Denise is also looking into a grant to replace one of the children's computers.
 - f. Denise is looking into getting her notary license to be able to offer another service through the library.
6. Report of the Treasurer
 - a. All of the escrow accounts for the rentals at 29/31 E. Philadelphia Ave are now closed after finalization of the sale. There was a discussion about what to do with the money from the sale of the property.
 - b. VIST raised the interest rate of the Building Fund account and the savings account to 2.75%.
 - c. Most of the rest of the financials are in line with the budget. Chuck motioned to approve the February financials. Justin seconded. All in favor. Motion approved.

7. Committee Reports

- a. Executive (Tina)
 - i. No report.
 - b. Facilities (Pat)
 - i. Pat referred everyone to her report distributed prior to the meeting.
 - ii. The committee is still obtaining quotes for the brick work.
 - iii. The children's area and R.T. Brown renovations are complete.
 - iv. The quote from BitCreative to complete the replacement of the valve controls on the HVAC system is \$25,200. They were unable to find any other companies that could or were willing to give them a quote. Also, the Purchasing Policy doesn't apply in this instance due to the fact that this is a continuation of a work order. Chuck motioned to approve this contract. Justin seconded. Tina abstained. Everyone else in favor. Motion approved.
 - v. Pat was only able to get one quote for the painting of the 2nd floor, a verbal quote from Kriebel Painting for \$8650. Pat motioned to approve \$8650, up to a max of \$10,000, for the project. Tina seconded. All in favor. Motion approved.
 - vi. There was a discussion about replacing the carpeting on the 2nd floor. Pat has obtained several quotes. Pat motioned to approve up to \$16,000 for Royers Flooring to replace the carpeting. Justin seconded. All in favor. Motion approved.
 - vii. Tina noted that the Board voted previously via email to approve \$26,837 for new shelving in the children's area.
 - c. Finance (Cindy)
 - i. Cindy reviewed the process of submitting expenses and issuing checks.
 - d. Fundraising (Andrea)
 - i. On April 13th volunteers will be coming to work on various projects.
 - e. Governance (Kelly)
 - i. All of the Conflict of Interest forms have been completed and collected. Tina and Pat have declared conflicts due to Tina's firm being a tenant of the library and Pat's brother doing contracting work for the library. Tina motioned to approve that she will abstain from any and all votes relating to her firm's tenancy, and Pat from any relating to her brother's work. Chuck seconded. Tina and Pat abstained. Everyone else in favor. Motion approved.
 - f. Planning (Tina)
 - i. No report.
- ## 8. President's Report (Tina)
- a. The sale of the 29/31 E Philadelphia Ave property is complete. Settlement was on March 3rd. There have been no issues with the tenants since closing.
 - b. There was a discussion about the gift the library received from the estate of Linda Grill and the need to consult a financial advisor.
 - c. There was a discussion about the purchase of benches for the library ramp and the community green initiative.
 - d. Tina suggested moving up the start time of the April meeting due to the anticipated presentations from two guests. It was decided to begin the April meeting at 6:30. This announcement will be posted on social media.
 - e. Tina discussed a future board retreat and which days of the week would work best.

- f. Tina will put together a new committee assignment list.
- 9. Old Business
- 10. New Business
 - a. Pat is asking for everyone to try to find old photos of the building prior to when the library owned it, specifically when it was a fire station.
- 11. Good of the Order
- 12. Tina adjourned the meeting at 8:48 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on April 25, 2023, at the Library, commencing at 6:30 PM.

Action Items

None