

Boyertown Community Library
Board of Trustees Meeting
March 19, 2024

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, Joanne Heffner, Pat Nunan, Justin Hall, Sara Bates, Amy Nase, Director Denise Pulgino-Stout

Absent: Andrea Kershaw

Guests: Sarah Vasquez

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the February Board of Trustees meeting of February 20, 2024.
 - a. Rob distributed the minutes of both prior to the meeting. There were no questions or comments. Pat motioned to approve the minutes of the February Board Meeting. Justin seconded. All in favor. Motion approved.
5. Report of the Director
 - a. Denise distributed her report prior to the meeting. She highlighted a few items from her report and noted that the numbers look down, but she thinks this is being reported falsely due to the system migration. There were no questions or comments.
 - b. The BCCF grant has been approved, but the money hasn't been received yet. Denise and staff are already planning how to spend the money.
 - c. The Annual Report is complete and has been submitted to the System.
6. Report of the Treasurer
 - a. The February financial reports were distributed prior to the meeting. Denise explained that due to the system migration they haven't been able to order books until this past week. Joanne motioned to approve the February financial reports. Amy seconded. All in favor. Motion approved.
7. Committee Reports
 - a. Executive (Tina)
 - i. No report.
 - b. Facilities (Justin)
 - i. Justin distributed his report prior to the meeting.
 - ii. The committee has obtained quotes for the repair of the stained glass windows as detailed in Justin's report. The committee recommends moving forward with Castle Studio Inc. to do the work. Justin motioned to approve \$15,370.00 plus a contingency not to exceed \$2,000.00 for Castle Studio Inc. to repair the windows. Pat seconded. All in favor. Motion approved.
 - iii. The committee is working on getting quotes to repair the fan coil units in the HVAC system.
 - iv. Kelly asked if the committee could look into getting quotes for new snow removal and trash collection companies due to the increased charges the library is currently paying, Justin will have Rick look into this.

- c. Finance (Rob)
 - i. No report.
 - d. Fundraising (Amy)
 - i. Sarah has stepped down from the Board to be the library's new Fundraising and Marketing Coordinator. Amy has taken her place. Sarah distributed a report prior to the meeting.
 - ii. There was a discussion about the upcoming whiskey tasting event. Kelly asked if the insurance company has been made aware. Denise stated that they have not yet, but they will be. The pourers will be trained.
 - e. Governance (Kathy)
 - i. No report.
 - f. Planning (Sara)
 - i. No report.
 - ii. Sara motioned to change the name of the Fundraising Committee to Events Committee. There was a discussion about the name change and the need to file paperwork with the state due to now having a paid fundraising solicitor on staff. Pat seconded the name change. All in favor. Motion approved.
8. President's Report (Tina)
- a. Tina motioned to approve Joanne as the new Treasurer. Kelly seconded. All in favor. Motion approved. Denise will update the website and inform the System.
 - b. Sarah has officially resigned from the Board due to her new paid employee role, and Kathy has also resigned. Committee assignments will need to be changed in light of these resignations.
9. Friends Report (Amanda)
- a. Amanda informed Tina that the Friends will be covering the cost of the concrete steps replacement. The library will be paying for it and the Friends will reimburse the cost. Sara also noted that Justin has done a wonderful job preparing the numbers and writing a report for the large grant the library has been working with DAZA to obtain.
10. Old Business
11. New Business
12. Good of the Order
13. Pat motioned to adjourn the meeting. Tina seconded. All in favor. Motion approved. Meeting adjourned at 7:46 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on April 16, 2024, at the Library, commencing at 7:00 PM.

Action Items

None