

Boyertown Community Library
Board of Trustees Meeting
May 25, 2021

Meeting was called to order at 7:03 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

In attendance: Kelly Kindig, Pat Nunan, Chuck Wohl, Rob Kistler, Justin Hall, Andrea Kershaw, Tina Brown, Director Susan Lopez

Trustees absent: Cindy Mellor

Guests: Kathy Kolb and Amy Fulton

1. Call to Order
2. Roll Call
3. Approval of Minutes of the April Meeting
 - a. Pat motioned to approve the minutes of the April meeting. Justin seconded. All in favor. Motion passed.
4. Report of Treasurer
 - a. Chuck presented the financials that Cindy distributed prior to the meeting, due to Cindy's absence.
 - b. Tina motioned to approve the April financials. Andrea seconded. All in favor. Motion passed.
5. Report of Director
 - a. Amy reported that the spring appeal letter has been mailed out. Amy also has been doing demonstrations for a new CRM database. Finally, Amy has been researching resources for strategic planning, including resources available through RSVP, a nonprofit consultant in King of Prussia. Amy will partner with Tina on that project.
 - b. The Library will have a presence at the annual sidewalk sale, if any Trustees are interested in volunteering.
 - c. Susan discussed the circulation and passport numbers for April. Passport numbers continue to increase.
 - d. Susan is interviewing applicants for the circulation position.
 - e. We are working on building the summer reading program. Susan has applied for a grant to cover some of the costs of the program but has not gotten a response about it yet. We may need to consider alternative sources of funding.
 - f. Susan has gotten quotes for the new book drops, which will be funded almost entirely by the Junior Women's club basket raffle proceeds.
 - g. Susan reported that she continues to work on a solution for the copier that has become obsolete. She has been researching a service that provides copiers to organizations like libraries, and the library and the service share in the proceeds of the copies. The organization already provides services to a number of libraries throughout Montgomery County. Susan will continue researching this option.

6. Committee Reports

a. Facilities (Pat)

- i. Work is needed at the buildings on the security system. The Committee obtained a quote from Kriebel Security, which Pat circulated by email prior to the meeting. The total amount of the quote is \$1,245. Pat motioned to approve the upgrade work, which Justin seconded. All in favor. Motion passed.
- ii. The Committee has determined that it would be advantageous for the Library to hire a part-time maintenance employee, which would obviate the need for a property management company and who would take over Dave's duties when he retires. Pat circulated by email prior to the meeting a draft job description for a maintenance technician. Pat asked that trustees review the draft and provide comments by June 15.

b. Finance (Chuck)

- i. In Cindy's absence, Chuck reported that the committee has developed a Purchasing and Procurement Policy. Pat motioned to approve the policy, subject to clarification of a typo related to the amounts of contracts. Rob seconded. All in favor. Motion passed.

c. Fundraising (Andrea)

- i. Andrea and Amy met to discuss fundraising ideas and objectives.
- ii. Andrea continues to work on a basket raffle fundraiser for October. She has not yet heard anything about the Amazing Raise for the fall.

d. Planning, Executive, and Governance – no reports this month

7. Old Business

- a. None.

8. New Business

- a. The Board discussed the possibility of returning to in-person meetings as the pandemic subsides.

9. Good of the Order

- a. None.

10. Meeting was adjourned at 7:57 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on June 22, 2021, via Zoom, commencing at 7 PM.

Action Items

None.