

Boyertown Community Library  
Board of Trustees Meeting  
May 24, 2022

Meeting was called to order at 7:05 PM. The meeting was held at the Boyertown Community Library.

In attendance: Chuck Wohl, Kelly Kindig, Cindy Mellor, Rob Kistler, Pat Nunan, Andrea Kershaw, Tina Brown, Sara Bates, Kathy Kolb

Trustees absent: Justin Hall

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the April Board of Trustees meeting
  - a. Tina motioned to approve the minutes of the April meeting. Pat seconded. All in favor. Motion approved.
4. Report of the Director
  - a. In Nikki's absence, Chuck referred us to the report she distributed previously via email.
  - b. Nikki accepted TJ's resignation.
  - c. Nikki interviewed Rick Boehmer for the newly opened Maintenance Person position. It was a positive meeting, and they are working on getting his clearances.
  - d. Denise is doing life skills workshops for teens, including cooking, and they are looking into using the BCCF grant money to install a new sink in the kitchen.
  - e. Nikki is looking into getting a white board and more iPads.
5. Report of Treasurer
  - a. Cindy discussed the financial report that was distributed prior to the meeting. The library recently received the county and state aid checks.
  - b. Chuck questioned the increase in utility expenses. Cindy stated it was due to an oil delivery, and Pat informed us there was water leak that has since been fixed.
  - c. Kelly questioned the high balance in the checking account. Cindy and Chuck stated that an approximately \$18,000 check was just sent out that will lower the balance.
  - d. There was a brief discussion about investing some of the money in the savings account.
  - e. Tina motioned to approve the March financials. Sara seconded. All in favor. Motion approved
6. BCPL Diversity and Inclusion Committee update (Kathy)
  - a. Kathy discussed the May 20<sup>th</sup> BCPL EDI Committee report distributed via email prior to the meeting.
  - b. There was a discussion about updating our book challenge policy. Sara will look into developing a new policy.
7. Committee Reports
  - a. Executive (Chuck)
    - i. No report.
  - b. Facilities (Pat)
    - i. Pat referred us to her report delivered via email prior to the meeting.

1. TJ has resigned, and Dave will temporarily take over his duties until a new maintenance person has been hired.
  2. There was a discussion about replacing the gutters at 29 E. Philadelphia Ave due to ongoing leak issues.
  3. Nikki is comfortable with learning to use the new HVAC system when it's installed.
- c. Fundraising (Andrea)
    - i. Andrea referred us to her report distributed prior to the meeting. The Books and Brews event brought in \$1178. All of the unsold books will be donated to the library for future book sales.
    - ii. Sarah Heffner will send out tax-deductible gift letters to the two vendors that donated money and to Congo Hotel.
    - iii. The next Fundraising Committee meeting is June 14<sup>th</sup>, 11 AM at the library.
  - d. Finance (Cindy)
    - i. Cindy stated that the audit will begin next month.
  - e. Governance (Kelly)
    - i. Kelly reported that the new Giving Policy is now posted on the website.
  - f. Planning (Tina)
    - i. The committee is working on a presentation of keeping versus selling 29 and 31 E. Philadelphia Ave.
8. President's Report (Chuck)
    - a. Chuck discussed the Friends report distributed by Amanda Burkhard-Sell.
    - b. According to Jeff Smilko at the System, Windows 11 will require the purchase of new computers and laptops. Windows 10 will no longer be supported after 2025. The current computers can slowly be replaced between now and then with Windows 11 already installed.
  9. Old Business
    - a. Becker Home lease will be reviewed at the Executive Committee meeting following this meeting.
  10. New Business
    - a. Kathy initiated a conversation about retaining an HR consultant. Chuck will instruct Nikki to explore what other BCPL libraries are doing regarding HR.
    - b. Pat requested raising the bid threshold for contractors to \$2000, anything below that will not require the bid process. Chuck suggested \$5000 instead. Cindy stated that the current Purchasing and Procurement Policy sets the threshold at \$10,000. The matter was dismissed.
  11. Good of the Order
  12. Andrea motioned to adjourn the meeting. Kelly seconded. All in favor. Meeting was adjourned at 8:20 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on June 28, 2022, at the Library, commencing at 7 PM.

Action Items

None.