

Minutes of Board Meeting
Boyertown Community Library
November 13, 2019

7:00pm

Call To Order

Members Present: Lindsey Mason, Michael Murphy, Lori Carnes, Andrea Kershaw, Pat Nunan, Chuck Wohl, Director Susan Lopez.

The board suspended the Open Meeting to enter into an Executive Session to discuss a personnel matter. No Action was taken and the Executive Session closed at 7:20pm

7:20pm

Open Board Meeting Resumed.

There are no visitors in attendance.

Minutes from the meeting on October 9, 2019 were approved as written with a motion by Lori Carnes; seconded by Mike Murphy. The board approved the motion.

Director:

The Directors Report included a handout detailing the October 2019 usage statistics compared to 2018. Visitors to the library, new library cards issued, circulation, programs and program attendance all had healthy increased over the prior year.

Carpets were professionally cleaned during the overnight hours with no disruption to patron access. The director gave a power point presentation at the Boyertown Rotary. Lisa presented at the Library Trunk or Treat at St. John's. For the Boyertown Pick Fest, the library decorated 200 pumpkins, with 80 sold and the balance used for library crafts and donations to other organizations. The library also participated in a community Mickey Mouse Birthday Party Event.

Susan and Tina Brown attended a N-F-P fundraising conference and have much to share.

The **2020 plan for Pennsylvania State Aid** was submitted.

Several upcoming events include Living Gifts Fair on November 16th at the New Hanover Lutheran Church; Cape May bus trip on November 24th; Train Show on November 24th.

Facilities:

Pat Nunan provided the monthly report, with added input and insightful seconds by Mike Murphy. The Zuber property management contract is ready for signature by Lindsey Mason (who proceeded to do so.) This contract was reviewed previously and authorized by the board in October. The contract is effective on January 1, 2020.

The **library heater** malfunctioned this week. With our recent entry into a maintenance contract with Boyertown Oil for our rental properties, Boyertown Oil responded to the library in quick order and made a simple adjustment to the control system. Dave was shown how to address this in the future, should there be another occurrence. The cost was minimal.

As previously authorized, a contract with Boyertown Oil was executed to provide automatic oil delivery and maintenance services at 29 and 31 Philadelphia Avenue.

It was reported that the library oil tank will likely be near empty in late December. A contract for automatic oil delivery at preferred pricing was authorized along with a contract for maintenance services, including annual tank inspection and cleaning of the oil fired heating system. The board will take this up at the December meeting for approval.

It was reported that the retaining wall near 29 Philadelphia has been repaired by the owner. Sidewalk and curbing concerns have been addressed.

Unresolved: A water leak from somewhere in the 29 Philadelphia building into Dr. Carr's office area has not been found and remains a concern. The investigation will continue.

Fundraising: Lindsey Mason noted that a major event will occur in March when the Wine Tasting Party will take place on Saturday, March 14th with a snow date, if needed, on March 21st. Mark your calendars now, please.

Andrea reported on the upcoming Train Show sponsored by the Gilbertsville Rescue Service to be held at the Boyertown Steam Fire Station on Walnut. The date is Sunday, November 24th from 9am to 2pm. The library was offered a free table for our use as a display, information dissemination and/or fundraising. 2 model trains were donated by Kelly Kindig which we will offer as a raffle prize. Library information will be made available. Board members have agreed to person the table during this event.

The Library Bus Trip to Cape May, New Jersey is also departing on November 24th under the leadership of Susan Lopez, Director.

Policy: Lindsey noted that our Board Bylaws will be under review in January with the seating of the new slate of officers and new board members.

Governance: Chuck distributed minutes from the committee meeting held on October 29, which identified candidates for board membership. An update on the status of each candidate was provided. Interviews have been held with two (2) prospects reported later.

The Nominating Committee, a subset of the Governance Committee, consisting of Lindsey Mason, Lori Carnes, Kelly Kindig, Tina Brown, Andrea Kershaw and Chuck Wohl. The committee arrived at a consensus slate of officers to take office at the January board meeting:

Charles Wohl,	President
Lori Carnes,	Vice President
Cindy Mellor,	Treasurer
Kelly Kindig,	Secretary

Pat Nunan moved, and Mike Murphy seconded the motion to accept the nominating committee report. The vote was unanimous to accept.

Board Recruitment: In regards to board member prospects, the Governance Committee met with **Rob Kistler** on Tuesday, November 12. Rob's resume has been previously distributed to the board via email. Rob is a Boyertown native and graduate of Boyertown High School. He is a professional pharmacist working in the area, a long time patron of our library and desires to be more active in the life of our library. Following discussion with the full board, a recommendation was made to offer Rob membership on the board. Motion by Pat Nunan and the second my Mike Murphy was approved unanimously by the board.

Chuck was directed to contact Rob and ask for a set of references. Membership on the board will commence in January with satisfactory references.

Another long term patron of our library also expressed interest in board membership. Andrea and Chuck met with this patron. Following this interview, it was felt that this candidate might have contributions to offer to the Fundraising Team and possibly to the strategic planning efforts slated to begin later this winter.

Another candidate has made known her interest in board membership. Interviews will continue and will be reported to the board as appropriate.

Unfinished

Business: In looking for advice from the Boyertown Borough on **filling parking lot pot holes and stripping**, Susan learned that the borough will provide that service at no charge. Pot holes will be fixed in short order. Painting may not be until next spring. Meanwhile spray paint will be employed to mark the potholes to warn of the hazard.

In regards to having **youth volunteers** at the library, our insurance broker recommended the minimum age for youth volunteers to be set at 14 years of age.

In regards to the **Opal Rose unclaimed property**, Lindsey sent a copy of the previously mailed letter of notice by means of a text. If no response is received by December 10th, the property will be classified as abandoned and will be disposed of by the library.

New Business: Susan verified **that board minutes are now available on the library website.**

Library closure dates for 2020 were reviewed and approved.

Adjournment: There being no other business, the board meeting adjourned at 8:50pm. The next board meeting will be on Wednesday, December 11, 2019 at 7pm.

Submitted by: Chuck Wohl, Secretary Pro Tem