

Boyertown Community Library
Board of Trustees Meeting
October 9, 2019

Meeting was called to order at 7:03 PM.

In attendance: Lindsey Mason, Michael Murphy, Tina Brown, Lori Carnes, Andrea Kershaw, Kelly Kindig, Pat Nunan, Chuck Wohl, Director Susan Lopez

Guests: None

1. Call to Order
2. Roll Call
3. Approval of September Minutes
 - a. Pat motioned to approve the September 2019 minutes with the correction that, in section 7(b)(iii), the date of the disc golf tournament fundraiser was 9/28, not 9/8. Andrea seconded. All in favor. Motion passed.
4. Report of Director
 - a. The Passport Fair was very successful. Participants thanked the staff for being so nice and helpful.
 - b. The library hosted the Nonprofit Cooperative Meeting in September.
 - c. The Wine Walk was well attended.
 - d. Susan met with the library's insurance broker to discuss insurance needs. The insurance company is requiring the library to adopt an abuse prevention policy.
 - e. The Genealogy Fair was successful. About 17 people attended.
 - f. Susan discussed changes at the system level that will affect Montgomery County patrons. Specifically, Montgomery County residents who do not live, work, or study in Berks County will not have access to certain digital services. Susan is exploring alternatives to mitigate the effect of this for affected patrons.
5. Confirmation of Email Votes
 - a. The Board voted by email regarding the use of new credit card terminals. The email votes will be recorded with the Board records.
6. Report of Treasurer
 - a. The Board discussed the financial reports distributed by Cindy via email.
 - b. Cindy discussed findings of the audit that require action. Two findings that require action involves the adoption of a credit card policy and a capitalization policy. The auditors also had a few other recommendations for changes to the library's practices.
 - c. The Board discussed the pros and cons of continuing to maintain the rental properties at the 29 and 31 buildings. The Board will reassess this in the future to determine whether it makes economic sense to maintain them.
7. Committee Reports
 - a. Facilities (Mike and Pat)
 - i. The committee got three bids for the heating system, which Pat discussed. The committee recommends that the Board approve the selection of Boyertown Oil. Pat made a motion to approve the selection of Boyertown Oil. Mike seconded.

All in favor. Motion approved. We are continuing to pursue a grant for this work, which is still pending.

- ii. Zuber provided a contract for the property management services. The committee will review it and make a recommendation about it to the Board.
 - iii. Work was completed to repair the soffit and fascia in certain parts of the exterior of the old building. Susan will submit information to Building a Better Boyertown in support of the grant the library received.
 - iv. The Board discussed concerns about the parking lot, including some potholes and the handicapped parking spot.
- b. Fundraising Committee (Lindsey)
- i. The disc golf tournament was held on September 28 and was well-attended. The committee will be calculating the amount raised, and we will include this in the Amazing Raise totals.
 - ii. The wine tasting event will be held on March 14, 2020 (snow date: March 21).
- c. Policies
- i. The Board discussed the credit card policy. Several changes were discussed. Lori made a motion to approve the policy with the changes that were discussed. Chuck seconded. All in favor. Motion passed.
 - ii. The Board discussed the abuse prevention policy that is required by the insurance company. Susan will ask the insurance broker about changing the age cutoff related to volunteers. Tina made a motion to approve with the changes discussed. Cindy seconded. All in favor. Motion passed.
 - iii. Discussion regarding the Harassment Policy and Bylaws was tabled until the next meeting.
- d. Governance (Chuck)
- i. Chuck referred the Board to the committee's written minutes that were distributed with the packet.
 - ii. One of the primary issues the committee discussed was amending the bylaws to increase the size limit of the Board from 9 to 12. The Board was in favor of pursuing this change. A final decision on this issue will be made at a future meeting in conjunction with a full review of the Bylaws.
 - iii. The committee also will be discussing the development of a strategic plan and an employee handbook.
- e. Committees Update (Lori)
- i. Lori distributed an updated description of the committees, the committee membership list, and the trustee contact information chart.
8. Unfinished Business
- a. Susan is working on uploading the minutes to the website.
9. New Business
- a. None.
10. Good of the Order
- a. Library Bingo/Raffle Basket will be held on November 3.
 - b. The winner of the disc golf fundraiser donated half of his winnings to the library. A vendor also donated his proceeds to the library.

11. Meeting was adjourned at 8:39 PM.

The next meeting of the Boyertown Community Library Board of Trustees will be held on November 13, 2019 at the Boyertown Community Library, commencing at 7 pm.

Action Items

All Board members to review Harassment Policy and Bylaws before the next meeting.