

Boyertown Community Library
Board of Trustees Meeting
October 27, 2020

Meeting was called to order at 7:04 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

In attendance: Lori Carnes, Cindy Mellor, Kelly Kindig, Pat Nunan, Chuck Wohl, Rob Kistler, Justin Hall, Andrea Kershaw, Director Susan Lopez

Trustees absent: Jalma Marcus

Guests: Carol Graves, Miller-Keystone Blood Center

1. Call to Order
2. Roll Call
3. Approval of Minutes of the September Regular Meeting
 - a. Pat motioned to approve the minutes of the September regular meeting. Rob seconded. All in favor. Motion passed.
4. Guest Speaker – Carol Graves, Miller-Keystone Blood Center
 - a. Carol explained that Miller-Keystone has been searching for a satellite location in Boyertown for blood drives. They would like to host blood drives once a month, particularly for platelets and special donors, and are requesting permission to use the Library basement for that purpose. Carol answered various questions from the Board, such as what equipment will be brought onsite, how spills/damage is handled, how platelets are being used, and liability issues.
5. Report of Treasurer
 - a. The Board discussed highlights of the financials that Cindy distributed prior to the meeting. The financials appear to reflect that we are under budget for state and county aid, but we received it in October. We also received payments from Douglass and Colebrookdale Township in October. Cindy also discussed the audit report.
 - b. Andrea motioned to approve the September financials. Pat seconded. All in favor. Motion passed.
6. Report of Director
 - a. Circulation numbers this past month were higher than this time last year.
 - b. Susan discussed some programs available
 - c. The library is collecting personal care and baby items, books, and clothing (all must be new) for Safe Berks, a domestic violence shelter. A list is available on the library website.
 - d. A staff in-service day was held on September 12. The staff engaged in a SWOT (strengths, weaknesses, opportunities, threats) analysis.
 - e. Susan discussed some other activities and events at the library, like Storywalk and a scavenger hunt.
7. Committee Reports
 - a. Facilities (Pat)
 - i. The Board discussed the status of the rental properties and whether the properties should be retained or sold. The Facilities committee will obtain two

appraisals on the properties and will provide a comprehensive package of materials for the Board to consider.

- b. Fundraising Committee (Andrea)
 - i. Andrea provided an update on the Amazing Raise.
 - ii. Andrea also has been working on some additional fundraisers, including fundraisers for kids.
 - c. Governance (Lori)
 - i. The committee met to review some policies and will be meeting again to review additional policies.
8. President's Report
- a. The Friends reported that the September book sale was very successful and netted over \$1,000.
 - b. Chuck attended the Washington and Colebrookdale Townships and Boyertown Borough meetings. He thought the presentations went well and that the municipalities seemed receptive. Kelly attended the Earl Township meeting and thought the supervisors likewise seemed very receptive.
9. Old Business
- a. The lease for the commercial space at 31 East Phila. Ave. was signed and the tenant has moved in. The tenant then requested permission to sublet part of the space. The Board approved the sublet via email prior to this meeting, subject to the lease and sublease containing certain provisions for the protection of the library.
10. New Business
- a. The Board discussed the request of Miller-Keystone Blood Center to use the basement area of the library for regular blood collection. The Board would like to review the proposed agreement from Miller-Keystone before proceeding, although there was general consensus that it would be a good thing for the library to do.
11. Meeting was adjourned at 8:20 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on November 24, 2020 at the Boyertown Community Library (if the Governor's order has been lifted and the library has reopened), commencing at 7 PM.

Action Items

None.