

Boyertown Community Library
Board of Trustees Meeting
October 26, 2021

Meeting was called to order at 7:20pm. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

In attendance: Cindy Mellor, Tina Brown, Pat Nunan, Andrea Kershaw, Chuck Wohl, Rob Kistler, Kathy Kolb, Justin Hall, Sara Bates, Director Susan Lopez. Excused Absence: Kelly Kindig

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the September Meeting
 - a. Tina moved the approval of the minutes, and Justin seconded. All in favor. Motion passed
4. Report of the Treasurer
 - a. Cindy reviewed the financials for September that were distributed prior to the meeting. Pat moved approval, and Rob seconded. All in favor. Motion passed.
 - b. Cindy noted that the Finance committee would hold a budget meeting on Wednesday, October 26th at 6pm at the library.
5. Report of the Director
 - a. Susan noted the typical annual reduction in patron visits in September that was also reflected in slight reduction in the issuance of Passports. Total circulation of library materials remains at a very high level, showing increases over both 2019 and 2020.
 - b. Susan represented the library at several community events that included the BMBA Breakfast, Harvesting Hope at New Hanover Lutheran and the Pickfest music event held at the Colebrookdale Railroad yard.
 - c. The new building technician began his duties. Ted (TJ) Boots will have an office in the lower level of the library and has received all required clearances. Arrangements need to be made for a cell phone for his use.
 - d. The Pennsylvania State Plan for library state aid was distributed to the board prior to the meeting. Susan provided an overview and noted that this is the first year that the board has been required by the state to review and approve the plan prior to submission. Cindy motioned to approve the plan and Andrea seconded. All in favor. Motion passed.
 - e. The Employee/Whistleblower Policy was reviewed. A motion to approve was made by Justin, and the second was offered by Cindy. All in favor. Motion passed.
 - f. The Library Computer Policy was reviewed. A motion to approve was made by Justin and seconded by Andrea. All in favor. Motion passed.
 - g. The Inclement Weather Policy was reviewed. A motion to approve was made by Tina, and was seconded by Pat. All in favor. Motion passed.
 - h. The Volunteer/Community Service Policy was reviewed. A motion to approve was made by Justin, and seconded by Andrea. All in favor. Motion passed.

- i. Susan reported that the library had achieved Gold Star level from PA Forward, an arm of the PA State Library Association. Information is already on the library web site, and a press release will be issued.

6. Committee Reports

- a. Executive Committee (Chuck) did not meet and there was no report.
- b. The Facility Committee (Pat) reported the following:
 - i. A repair budget for fiscal year 2022 was prepared by the committee and was briefly detailed to the board. A copy had been previously distributed. This proposed budget will be sent to the Finance Committee,
 - ii. In regards to moving forward on repairs to the roof of 29 E. Philadelphia, Pat reported that quotations and physical inspections had been made by 3 vendors, who offered quotes with a wide range of cost. The bid from Catalfano Brothers was recommended to the board for approval. It was noted that this same group had replaced the library gutters and downspouts earlier in the year. The Catalfano bid is in the amount of \$28900. The facility committee further suggested and requested approval of a contingency budget equal to 25% of the bid in the event that damages to the roof structure require additional expenses that could not have been anticipated. Justin moved approval, and Andrea offered a second. All in favor. Motion passed.
 - iii. It was noted that planning is well advanced to increase the leased office space on the second floor. A contractor meeting is scheduled to plan the construction of a wall that will separate these offices from the library open space. This is being referred to the Finance Committee for determination of a new/ revised lease agreement. The cost of construction will be bourn by the leaseholder, Tina Brown.
- c. The Fundraising Committee (Andrea) reported on the super successful Basket Raffle.
 - i. The event raised \$11,329 for the library. Sara Bates and Kathy Kolb provided a deep level of support for this event, creating nearly 200 individual baskets for this event. Numerous complements were heard over the two day event in regards to both the appearance and the wide range of appeal for patrons of all ages. An event review will be held later this week to consider processes to further improve future efforts. Andrea noted that more than 70 basket donors had already contacted her to participate again next year.
 - ii. The Library sponsored Disc Golf fundraiser was held this past weekend at Boyertown's Central Park. The tournament was well attended and generated \$2200 for the library. Many thanks are offered to the many volunteers that brought this fundraiser back to life after a one year absence.
- d. The Planning Committee (Tina) had previously distributed a statement dealing with Mission, Values and Vision for the library for board review. Motion to accept this new document was made by Pat, and seconded by Andrea. Tina noted that this document

was central to further work being done by the planning committee and would be essential for future grant applications. Their next meeting will be November 8th.

- e. There was no Governance Committee meeting (Kelly).
 - f. President's Report (Chuck): he noted that letters had been sent to each of the county designated municipalities that provide financial support for the library. Additionally, Washington Twp. was also contacted. Each of these entities was asked to raise their contribution to the library in the face of capital budget needs and community service. Admittedly, this effort should have been initiated earlier this summer, well before these governmental units have moved forward with budgeting plans. This is an area where the board needs to be more proactive with our presence and communication.
7. Old Business...there was none.
8. New Business: Pat noted that her 3 year term of appointment was coming to an end and that there needed to be a process to assess the willingness of board members to be reappointed to a new term. Chuck indicated that this would go to the Governance Committee to reach out to these board members. It was also noted the our new board members, Kathy and Sara needed to be formally appointed to the board by a selected municipality for the initial 3 year terms that will commence January 1, 2022.
9. Good of the Order
10. Meeting adjourned at 8:12pm

The next meeting of the Boyertown Community Library Board of Trustees will be held on November 16th, the 3rd Tuesday in November.

Minutes submitted by Charles Wohl