

Boyertown Community Library  
Board of Trustees Meeting  
September 26, 2023

Meeting was called to order at 7:01 PM. The meeting was held at the Boyertown Community Library.

In attendance: Tina Brown, Kelly Kindig, Cindy Mellor, Rob Kistler, Pat Nunan, Justin Hall, Andrea Kershaw, Sara Bates,

Absent: Kathy Kolb, Director Denise Pulgino-Stout

Guests: Sarah Vasquez, Jamie Bruton

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the August Board of Trustees meeting of August 22, 2023.
  - a. Cindy motioned to approve the minutes of the August Board Meeting. Pat seconded. All in favor. Motion approved.
5. Report of the Director
  - a. Denise prepared a detailed report prior to the meeting.
  - b. Denise is moving ahead with a community needs assessment.
  - c. In Denise's absence, Tina presented the 2024 holiday calendar. Justin motioned to approve the holiday calendar. Cindy seconded. All in favor. Motion approved.
6. Report of the Treasurer
  - a. Jamie Bruton of Bruton Chisnell Advisors gave a presentation about investment opportunities for the library. He also distributed a sample investment policy statement. After the presentation, there was a board discussion about the comfort level of investing with this firm and a dollar amount. Rob will send out additional information he received from another broker.
  - b. The financial statements were distributed prior to the meeting.
  - c. As discussed last month, the Building Fund was transferred to the checking account and is being used for current projects. The Building Fund is now closed.
  - d. Utility expenses are still high. Rick will be asked to adjust thermostat temperatures. The utility bills will be monitored for the next few months before looking into other causes for the increase.
  - e. Pat motioned to approve the August financial statements. Kelly seconded. All in favor. Motion approved.
7. Committee Reports
  - a. Executive (Tina)
    - i. No report.
  - b. Facilities (Pat)
    - i. Pat's report was distributed prior to the meeting. There were no questions or discussion.
  - c. Finance (Cindy)
    - i. No report.
  - d. Fundraising (Andrea)

- i. Andrea's report was distributed prior to the meeting. There were no questions. There was a reminder that the StoryWalk dedication and ribbon cutting will be on September 30, 2023 at 8:45 AM prior to the Disc Gold Tournament fundraiser, and gift cards for the basket raffle will be due the same day.
  - e. Governance (Kelly)
    - i. Kelly prepared a list of the policies that have had their annual review, and they will be presented at the October meeting.
  - f. Planning (Tina)
    - i. Planning session will be on September 30, 2023 at 9:00 AM.
- 8. President's Report (Tina)
  - a. Tina sent out her report prior to the meeting.
  - b. She explained the complaint received from a gentleman who was asked not to park in the library lot, and she will send out the written complaint that was submitted.
  - c. The insurance agent has recommended that in addition to the library staff, all board members should be signing the Library Abuse Policy on an annual basis. Kelly recommended that this be distributed along with the Conflict of Interest Policy that is signed yearly.
- 9. Friends Report
  - a. Tina confirmed that the Friends will be paying for the new shelving in the media room.
- 10. Old Business
- 11. New Business
- 12. Good of the Order
- 13. Pat motioned to adjourn the meeting. Andrea seconded. All in favor. Motion approved. Meeting adjourned at 7:55 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on October 24, 2023, at the Library, commencing at 7:00 PM.

Action Items

None