

Boyertown Community Library  
Board of Trustees Meeting  
April 27, 2021

Meeting was called to order at 7:03 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

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

Trustees absent: None

Guests: Stephanie Williams, Amy Fulton, Sarah Zechman

1. Call to Order
2. Roll Call
3. Approval of Minutes of the March Regular and Special Meetings
  - a. Pat motioned to approve the minutes of the March regular meeting. Cindy seconded. All in favor. Motion passed.
  - b. Andrea moved to approve the minutes of the March 31, 2021 special meeting. Rob noted that we also had an informational item at that meeting regarding the possibility that we had an interested buyer for the other buildings. Justin seconded. All in favor. Motion passed.
4. Stephanie Williams presented information related to various system requirements and the system membership agreement. Ms. Williams also presented information and clarifications related to the waiver process. Ms. Williams offered her support in the Library's strategic planning process. Finally, Ms. Williams discussed personnel changes at the state level.
5. Report of Treasurer
  - a. The Board discussed the financials that Cindy distributed prior to the meeting. Cindy noted that the repair and maintenance items were slightly higher than budgeted due to the amount of snow we received this past winter, as the amount was related to snow removal.
  - b. Andrea motioned to approve the March financials. Pat seconded. All in favor. Motion passed.
6. Report of Director
  - a. Susan introduced Amy Fulton, our new Development coordinator. Amy discussed some of the items she has been working on, including the 2021 spring appeal letter, research on CRM databases, research on grant opportunities, and developing promotional materials for the Library.
  - b. Susan discussed the circulation and passport numbers for March.
  - c. The COVID-19 vaccination project is winding down. Susan volunteered at the most recent vaccination clinic.
  - d. Susan is planning for summer reading. We will focus on "take and make" kits. Susan is applying for a grant to assist in this program.
  - e. The blood donation events continue to be very successful. We are even getting some new patrons from among the donors.

- f. Susan noted that other libraries are beginning to lift their quarantine requirements for returned items. Susan thinks we should lift our quarantine requirements effective May 1.
  - g. Susan would like to start having in-person events, particularly for children. Susan developed a waiver form for parents related to COVID-19. Susan will distribute it to the Governance committee for review and discussion.
  - h. Susan met with a potential cleaning contractor and received a quote from a local company.
  - i. Susan is looking to hire an individual for the circulation desk, not to exceed 24 hours per week. Justin moved to approve the hiring of a circulation clerk on those terms. Cindy seconded. All in favor. Motion passed.
  - j. The Board discussed the possibility of waiving fines in certain circumstances based on a pilot program being offered by the Reading Library. The Board decided to wait to see how the pilot programs at Reading and other libraries go before deciding what to do at our Library.
  - k. Susan also noted that the copier is becoming obsolete. She is working with the system's technology coordinator to determine options for replacing it.
7. Committee Reports
- a. Facilities (Pat)
    - i. The Board discussed the continued ownership of the other buildings.
    - ii. Pat noted that Dave likely will be retiring soon, so the committee is discussing how to handle his maintenance duties going forward and will have a recommendation at a future meeting.
  - b. Finance (Cindy)
    - i. Cindy reported that our PPP loan was approved.
  - c. Fundraising (Andrea)
    - i. Andrea continues to work on a basket raffle fundraiser for October. She has not yet heard anything about the Amazing Raise for the fall.
  - d. Planning (Kelly)
    - i. The committee did not meet. Chuck announced that Tina would be chairing this committee going forward due to work conflicts that Kelly has, while Kelly will become the chair of Governance.
8. Old Business
- a. None.
9. New Business
- a. Pat made a motion to approve the engagement of a cleaning service at a rate of \$780 per month. Tina seconded. All in favor. Motion passed.
10. Good of the Order
- a. None.
11. Meeting was adjourned at 8:13 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on May 25, 2021, via Zoom, commencing at 7 PM.

Action Items

None.