# Boyertown Community Library Board of Trustees Meeting April 25, 2023

Meeting was called to order at 6:34 PM. The meeting was held at the Boyertown Community Library.

In attendance: Tina Brown, Rob Kistler, Chuck Wohl, Pat Nunan, Justin Hall, Andrea Kershaw, Sara Bates, Director Denise Pulgino-Stout

Absent: Kelly Kindig, Cindy Mellor, Kathy Kolb

Guests: Badriah Moussa, Daniel Zalewski and Jeanne Troy from Daza Development, Ellen Martignetti from Building a Better Boyertown, Mark Evans from Derck & Edson

- 1. Call to Order
- 2. Roll Call
- 3. Recognition of guests
  - a. Ellen Martignetti from BaBB introduced Mark Evans from Derck & Edson, who gave a presentation about replacing and adding benches and adding green space. Ellen will approach the Borough about what they will allow as far greenery on the sidewalk. This project will be discussed further in Facilities and Planning committees.
  - b. In lieu of being able to find a new Development Director, Denise invited Daniel and Jeanne from DAZA Development to make a proposal about their development services. A written proposal was distributed outlining proposed services and costs. An electronic version will also be forwarded to all board members.
  - c. There was a brief discussion about both proposals. They will be discussed further, no immediate action to be taken.
- 4. Approval of Minutes of the March Board of Trustees meeting of March 28, 2022.
  - a. Pat motioned to approve the minutes of the March Board Meeting. Chuck seconded. All in favor. Motion approved.
- 5. Report of the Director
  - a. Denise distributed a detailed report prior to the meeting.
  - b. Prior to the meeting Denise distributed a resolution to give her authority for e-signatures on the library board's behalf to apply for e-grants. Justin motioned to approve e-signature authority for Denise. Pat seconded. All in favor. Motion approved. Tina (President) and Rob (Secretary) to sign the resolution officially giving Denise the authority.
  - c. The contract to renew the Beanstack account for the library was distributed prior to the meeting for everyone to review. Pat motioned to approve \$2416.50 for a 3-year Beanstack contract renewal. Sara seconded. All in favor. Motion approved.
  - d. Denise asked for approval to purchase five new tablets to be used during programs at a cost of \$309.11 each. The money for this will come from the BCCF grant. Justin motioned to approve \$1545.55 for this purchase. Chuck seconded. All in favor. Motion approved.
  - e. Denise asked about purchasing a camera, computer and microphone for use on the new TVs for conference use. She will talk to Jeff Smilko at the System about specifically what to purchase.
  - f. There was a discussion about health insurance for employees after one of the employees inquired about it. Tina will contact the insurance provider for guidance.

g. Denise discussed the ongoing community needs assessment she has been working on with various community leaders and organizations.

#### 6. Report of the Treasurer

- a. Chuck questioned a discrepancy between the budget and actual amounts for fines, lost cards and fees. Tina thinks it was just a misappropriation; she will question Cindy about this.
- b. Chuck motioned to approve the March financials. Justin seconded. All in favor. Motion approved.

### 7. Committee Reports

- a. Executive (Tina)
  - i. No report.
- b. Facilities (Pat)
  - i. Pat discussed an updated quote she got and distributed to carpet the entire second floor, not just the middle section that was approved at last month's meeting. Justin motioned to approve an additional \$10,079.00 (now \$26,091.00 total) to carpet the entire second floor. Chuck seconded. All in favor. Motion approved.
  - ii. There was a discussion about the construction of and the quote obtained for a new conference room on the second floor. The general consensus was that this project will be tabled for now.
  - iii. Justin discussed the construction and the quote obtained and distributed for redoing the ceiling in the area of the stained glass windows. Tina motioned to approve \$8,750.00 for Powanda & Son to complete this project. Chuck seconded. Pat abstained. Everyone else in favor. Motion approved.
  - iv. Justin discussed the brickwork and roof repair needed to fix the deteriorated exterior bricks and the leak in the roof above the stained glass windows. He explained the 18-plus month process of finding the appropriate mason to perform this work and the quote and terms obtained for it. Due to high price, Tina will pass the information along to the missing board members for their review, then a vote will be proposed via email to approve \$63,990.00 for Structure Guard to complete the project.
- c. Finance (Cindy)
  - i. No report.
- d. Fundraising (Andrea)
  - i. Andrea discussed the report she distributed prior to the meeting.
  - ii. With her last day of work approaching, Badriah explained the development work she has been doing. There was a discussion about the pros and cons of Network for Good.
- e. Governance (Kelly)
  - i. No report.
- f. Planning (Tina)
  - i. No report.
- 8. President's Report (Tina)
  - a. No report.
- 9. Old Business

#### 10. New Business

- a. Pat is asking for everyone to try to find old photos of the building prior to when the library owned it, specifically when it was a fire station.
- 11. Good of the Order
- 12. Justin motioned to adjourn the meeting at 9:07 PM. Chuck seconded. All in favor. Motion approved.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on May 23, 2023, at the Library, commencing at 7:00 PM.

## **Action Items**

None