

**Boone Area Library Board of Trustees Meeting
Tuesday, August 20, 2019.**

Call To Order: The meeting was called to order at 6:57 pm by Chair Cheryl Martinozzi. Those in attendance were Trustees Cheryl Martinozzi, Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Lisa Kraljevich and Assistant Library Director Beth Fritz.

Also attending prospective board member Steph Woomer.

Minutes: The Minutes of July 2019 meeting were reviewed. Sue motioned to accept the minutes with corrections as noted. Mary seconded. The motion passed.

Report of the Assistant Library Director: Beth presented the Director's report. Highlights:

- Facebook likes and computer usage are both up.
- Was questioned of how numbers/statistics were calculated in the past. Beth consulted with Systems for guidance.
- Pennhurst Exhibit will be setting up on Friday 8/23. Running through 9/19.
- Reported on staff and new hires. Scheduling and added responsibilities going well. Discussed clearances needed. Developing a check list for new hires.
- Summer Reading is over. Attendance was down.
- Discussed having open communication with Exeter Library in scheduling children's events.
- Applied to Google to partner and teach "tech" to adults.
- At this point going through Systems for processing/purchasing.
- Giving library a "facelift"

Report of the Treasurer: Sue presented the Treasurer's report. Highlights:

- Annual Giving to date \$1,603 has come in from letters. Discussed mailing list.
- Have credit with UGI.
- The budget line for Cost of Raising Money is all inclusive at this time for all fundraising events. Separation by event for income and expenses will be investigated.
- \$1,000 is to be paid for magazines.
- Money set aside to pay mortgage up until January.
- Escrow Account (line 204) now accurate. Money used to buy books. (Berks County Public Library Book Escrow)
- Discussed allowing a maximum of \$2,000 to be moved to escrow account if needed.
Cheryl made a motion and Mary seconded. The motion passed.
- Unanimous vote to pay for Audit in installments. There is no fee for installment payments.
- An Audit Committee was established to address concerns raised in the report.

Lisa made a motion to accept the Treasurer's Report. Cheryl seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Discussed Meeting Room Rental. Decided to let home school group use room on a trial basis for 3 months at no cost as long as the room is available.
Lisa made a motion to accept this decision. Cheryl seconded. The motion passed.

Report of the Fundraising Committee: Highlights:

- Discussed putting the Monthly Raffle on the agenda each month.
- Lisa discussed progress on the Wine Pull scheduled for 9/21.
Unanimous vote to move forward with Event Brite in selling tickets.
Volunteers and supplies needed were discussed.
- Beth will research Angry Anvil and their donations of 20% of sales on Tuesdays.

Old Business: Highlights:

- Discussed Boscov's Friends helping Friends. Applications need to be in by 9/16. Event held Wednesday 10/16. Sue will research.
- Chrissy is working on library business cards.
- Discussed Pastor Joe's presentation. Areas volunteers could be used. Book Store, Bake and Take. Beth will contact Pastor and a trial basis may be used.
- Paying bills on-line not recommended by auditor.
- Annual giving letter is out and donations are coming in.
- Discussed Strategic Plan and picked 3 objectives for Long Range Plan.
 - 1) To increase programming for adults.
 - 2) To maintain and improve the physical condition of the building.
 - 3) To increase our services/generate a work force using volunteer resources.
 Will post Vision, Mission and objectives on website.
- Human Resource Committee formed. Chair – Mary. Members Kim, Lisa and Beth. Committee will work on collecting/updating clearances.
- Audit Committee formed. Chair – Chrissy. Members Sue, Cheryl and Beth.
- Library Director position is posted and interviews are in process. Recruitment of board members. Prospective member Steph Woomer from Amity.

New Business: Highlights:

- Discussed Funding Formula. Information sent to members from Cheryl and was reviewed by the board.
- The Library was invited to have a table at Boy Scout Troop 595's event at Rustic Park on 9/14.

Adjournment: At 9:05 pm, Cheryl made a motion to adjourn the meeting and Mary seconded. The motion passed. The next meeting is September 17, 2019 at 7pm.

Executive Session: At 9:05 pm the Board went into an Executive Session. Staffing and salaries were discussed.

Respectfully submitted,
Kimberly J. Unger, Secretary

Approved