

**Boone Area Library Board of Trustees Meeting
Tuesday, July 16, 2019**

Presentation: Pastor Joe and congregation member, Pat B. from St. Paul's UCC in Birdsboro presented to the Board the idea of congregants from church partnering with the library by supplying volunteers. This they said would help meet the library's goal in having volunteers and allowing the church to meet the people of the community. It was discussed that a Program Policy should be put in place following ALA guidelines before moving forward on this idea.

Call To Order: The meeting was called to order at 7:02 pm by Chair Cheryl Martinozzi. Those in attendance were Trustees Cheryl Martinozzi, Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Gayle Kramer and Interim Director Helen Flynn. Trustee Lisa Kraljevich came in at 7:15pm.

Public Attending: Jason Wioskowski. Also attending Amy Resh, Administrator of Berks Public Libraries.

Minutes: The Minutes of June 2019 meeting were reviewed. Mary motioned to accept the minutes as presented. Chrissy seconded. The motion passed.

Report of the Interim Library Director: Helen presented the Director's report. Highlights:

- Reconciliation of petty cash.
- Completed matching grants.
- Procedures written for ILL and Magazine check-ins. ILL is currently being done by Gloria at Reading Library. Heather trained on ILL procedures.
- Generated and discussed assigning Transit List (items shelved that weren't checked in or need to be returned to another library)
- Increasing circulation by ensuring items are taken off new status (when due) which restricts circulation.
- Discussed six month reconciliation of debts among county libraries. Fines going back to "owning" libraries.
- Discussed "cooperative purchasing" items through Systems, who does the processing, versus through lower cost Amazon which would have to be processed.
- Training of employees on different duties throughout the library.
- Discussed sending "Welcome Cards" to new patrons and restrictions on amount of items new patrons can check out.
- Researched payroll- ADP system. Verifying leave and vacation time.

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

- Received Amazon bill for \$448.00.
- Money was received from Berks County, Birdsboro and Union Township.
- \$490.00 was paid to Greg for fixing the blower.
- Received monetary donations from various civic groups. American Legion, St. Paul's UCC, Amity Lioness, Amity Lion, Women's Club.
- Discussed library generated income was at 46% which is considered good.
- Annual giving is down.
- Changing gas service from UGI to Dominion.
- Money from Friend's Group for Adult Programming needs to be used by December.
- Discussed future Pennhurst exhibit and providing a donation jar. Unanimous vote in donating \$100.00 for Pennhurst exhibit in addition to "at will" donation jar.
- Discussed how mail is being misdelivered and the possibility of paying bills online. To check with audit company and bylaws.

Lisa made a motion to accept the Treasure's Report. Kim seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Discussed publicity/posting for Library Director position.
- Request from Birdsboro Memorial Center to borrow projector.
- Ideas suggested by Beth and Heather for Book Store sales.
- Summer Reading surveys.
- Providing a “coupon” to reward staff for innovative ideas.
- Printing of library business cards containing library hours Chrissy volunteered to print.
- Participating in Boscovs “Friends Helping Friends” held 10/16/19. Sue to contact Boscovs.

Report of the Fundraising Committee: Highlights:

Monthly raffle for June - \$11.50.

- Lisa discussed the Wine Pull Fundraiser. Distributed a flyer with information on the event for proofreading and suggestions. Boxes for donations placed at VIST Bank and TriCounty Chiropractic. 50 bottles of wine needed. Also gift cards, food, crafts and music.
- Decided to hold a Vendor Bingo on Saturday November 9, 2019.

Old Business: Highlights:

- Unanimous vote to go with Sir Speedy for printing of Summer Giving Flyers. Cheryl will print mailing labels. Kim will take flyer to printer.

New Business: Highlights:

- Long Range Plan 2019 was distributed by Cheryl for review. Will pick 3 of the 5 objectives noted.
- Discussed recruitment of new board members. There are currently 2 openings for Amity. An invitation was sent to a resident who expressed interest but no response has been received.

Public Comment:

The Board was questioned on its search for a Library Director.

Amy Resch joined with the Board in answering the question and offered to help in the search and training of a new director. A copy of the Sunshine Act was distributed.

Adjournment: At 8:57 pm, Lisa made a motion to adjourn the meeting and Sue seconded. The motion passed. The next meeting is August 20, 2019 at 7pm.

Executive Session: At 8:57 pm the Board went into an Executive Session. Staffing structure, staffing, clearances, Personnel Policies were discussed.

Respectfully submitted,
Kimberly J. Unger, Secretary