

**Boone Area Library Board of Trustees Meeting
Tuesday, October 15, 2019**

Call To Order: The meeting was called to order at 7:00 pm by Chair Cheryl Martinozzi. Those in attendance were Trustees Cheryl Martinozzi, Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Stephanie Woome, Assistant Library Director Beth Fritz, and Director Rebecca May. Lisa Kraljevich was absent.

Also attending was potential board member Stephanie Engel.

Minutes: The Minutes of September 2019 meeting were reviewed. Stephanie W. motioned to accept the minutes. Chrissy seconded. The motion passed.

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

- Numbers dropped which was to be expected with the start of school.
- Facebook numbers are up.
- Discussed how Teen Programs are difficult to get attendance.
- Juvenile Programs are down.
- Adult Craft Night attendance is growing.
- Pennhurst exhibit had 33 participants who signed in the attendance book.
- Staff retraining was discussed. A cheat sheet was distributed to staff as a reminder of the duties for their position.
- Informed how Pastor Joe had sent a representative to discuss how church volunteers could assist with programs. Taking on Book Store duties was mentioned.
- A possible relationship with a Book Group/Friends Group was discussed.
- 50/50 Raffle is being promoted.
- Library website has been updated with mission statement and long - term goals.

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

- Have not yet received money from Amity. Requested automatic disbursement in the future.
- Lookout books which were purchased by Ryan for \$173.00 has been paid.
- Did receive \$2,000.00 in state money from Systems for book escrow.
- Wine Pull fundraiser profit of \$1,958.64.
- Sue made a presentation to Amity Board on library programs, events, etc. Requested an increase of funds to be considered. Meeting was mentioned in Reading Eagle newspaper.
- Union gives a 5% increase every year per Mary and Cheryl. Discussed that if all townships combined gave \$2.50 the library would receive an increase of funds from the state.
- Reported on Apple Fest.
- Sue reviewed the budget with new Library Director, Rebecca.
- Discussed completing one building project a quarter. Picking four rooms to paint were discussed.
- Drinking water service was stopped.
- Discussed having two annual giving letters sent out a year.

Mary made a motion to accept the Treasurer's Report. Chrissy seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Nothing new to report.

Report of the Human Resource Committee: Mary presented an update. Highlights:

- Discussed short and long term goals of the committee.
- Discussed clearances needed for staff, volunteers and Board Members.
- Discussed clarifying appointment terms for Board trustees.

Report of the Audit Committee: Chrissy presented an update. Highlights:

- Discussed current Purchasing Policy.
- Discussed how an “audit” is meant to help a company/organization.

Old Business: Highlights:

- Nothing to report.

New Business: Highlights:

- Updated Community Room non-profit policy rental.
- Discussed what the Boro will be looking for during their building inspection.
- Discussed Snow removal.
- Noted that Rebecca has a key to the building and the alarm code.

Adjournment: At 9:11 pm, Sue made a motion to adjourn the meeting and Chrissy seconded. The motion passed. The next meeting is November 19, 2019 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary

Approved