

**Boone Area Library Board of Trustees Meeting
Tuesday, August 18, 2020**

Call To Order: The meeting was called to order at 7:03 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Stephanie Woomer and Library Director Crescenda Long. Absent were Lisa Kraljevich and Bridget Scogna.

Minutes: The Minutes of July 2020 meeting were reviewed. Sue motioned to accept the minutes with corrections. Chrissy seconded. The motion passed.

Report of the Director: Crescenda presented the Director's Report. Highlights:

- Reopening went smoothly. Patrons have been positive.
- Summer Reading Program officially over today, August 18th.
- 30% of all age groups completed and returned logs for Summer Reading. Reported a good number of people participated in Summer Reading Program. 20 people used Read Squared on-line program.
- Crescenda participated on Saturday 8/15 at Anchored Ministries Outreach Program. Provided visibility in the community for the library. Was available to answer questions regarding library resources, hours, etc.
- Discussed providing resources for home schooling.
- Discussed survey questions for BCPL.

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

- Income and fundraising are down.
- Monitoring employee count formula related to PPP loan.
- Cash register has \$50.00 which is correct but not the correct dominations as noted.
- State funding formula to be voted on 8/19 at Berks County Meeting. State should be equal to last year but may change.
- A donation was requested from Birdsboro Union Fire Company. Library donated \$25.00 last year. Sue made a motion to donate \$25.00 again this year. Chrissy seconded. The motion passed.
- Discussed tracking and thanking donations from giving campaign.
- Discussed book escrow report.
- Save a tape program from Redner's receipts.
- Sue discussed debt ratio which is noted in Audit.

Sue made a motion to accept the Treasure's Report. Mary seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Mary discussed credit cards held by the library. One from M&T and one from Vist Bank. No other cards.
- Completed survey questions from Stephanie Williams.

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

- Discussed paying staff if sick related to COVID. To be determined case by case.

Report of the Grant Committee: Highlights:

- Crescenda is researching books on grant writing.

Report of the Fundraising Committee: Highlights

- Duck Pool Party fundraiser discussed. Currently selling tickets. Discussed advertising on marquees, newspapers, flyers.
- Process of improving communication in fundraising duties.
- Giving letter sent and donations are being received.
- Chrissy provided draft of legacy giving letter.
- Crescenda discussed issues noted in Giving Letter. Ideas for mailing list discussed.
- Ideas to raise money in conjunction with grants.

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

- Nothing new to Report.

Report of the Property Committee: Highlights:

- Crescenda announced that Anchored Ministries offered to paint a room in the library on 9/27/2020 as part of community service.
- Chrissy mentioned that there is a girl scout who would like to paint a mural on one of the inside walls of the library.
- Discussed lighting issues.
- Estimate received from S. Umstead to paint and repair book sale room walls, 2 walls inside and outside of \$5,800.

Reopening Committee: Highlights:

- Discussed need for cleaning and disinfecting supplies.

Old Business: Highlights:

- Sent letters as thank you for memorial donations to library in remembrance of April Rosenbaum.
- Chrissy followed up on using Square for credit cards.
- Crescenda reported on libraries using T Mobile Hot spot.
- Discussed sending minutes and treasurer's reports to municipalities.

New Business: Highlights:

- Crescenda discussed Sarah's request to decrease physical hours in the building in for month of September.
- Possible virtual meeting of Eagle Eye Book Club.
- Back to school relaxation adult pack is being put together for September.

Adjournment: At 9:02pm, Sue made a motion to adjourn the meeting and Mary seconded. The motion passed. The next meeting is September 15, 2020 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary