

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, August 16, 2022

Call To Order: The meeting was called to order at 7:00m by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Nicole Sapna, Robin Fox and Library Director Ashley Allen. Absent were Chrissy Mittura and Kendra Hettel.

Invitees: Penny O'Donnell, accountant/bookkeeper.

Minutes: The Minutes of July 2022 meeting were reviewed. Nicole motioned to accept the minutes. Robin seconded. The motion passed.

Report of the Director: Highlights:

- Monthly statistics and overview of activities reviewed.
- Count is up for July. 27 adult and 22 juvenile library cards.
- Circulation is up. Looking into ideas to keep numbers up after Summer Reading as school starts back.
- Board games being well circulated in Library of Things. Will be buying more with left over money from Systems.
- Wine Craft held end of July well attended. Turnout of 24 people.
- Recipe Swap scheduled for 8/25. Theme is Back to School.
- Director will be attending municipal meetings. 9/19 Birdsboro, Chrissy will also attend. 10/17 Union. 10/21 Amity, Robin will also attend. To discuss how more funding from municipalities equals more funding from county and state. Emphasize programs and events being held.
- Disney Trivia and Spooky Trivia to be held.

Report of the Treasurer: Presented by Penny in Kendra's absence. Highlights:

- Report numbers reviewed and updated on budget.
 - Discussed State and County revenue.
 - Adjusted Book Escrow as revenue to be recorded properly.
 - Discussed Interest and Dividend.
 - Collection - Adult Other overspent related to Library of Things.
 - Cleaning personnel are paid through payroll.
 - Security System scheduled to be paid in September.
 - HVAC maintenance cannot be an asset.
 - Buildings and Grounds - Other over budget related to HVAC.
- Robin made a motion to accept the Treasurer's Report. Mary seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Reviewed goals for the year - Working on the Community Room.
- Discussed having a "Team Building" event for library staff and board.
- Placing action items on minutes.

Report of the Human Resource Committee: Highlights:

- No updates at this time,

Report of the Grant Committee: Highlights:

- Ashley applied for a grant for the doors.

- Lighting Company contacted Ashley and discussed getting a grant to help cover 50% of lighting improvements.
- Grant for Hot Spots ran out of money. Ashley to get email alert if additional funds available.

Report of the Fundraising Committee: Highlights:

- Nicole and Ashley gave update on Wine Pull fundraiser scheduled for 11/5.
 - Ridgewood Winery participating. Will be selling glasses of wine or bottles.
 - Tickets to include wine tasting, free appetizers, raffle ticket and bottle of wine.
 - Discussed ticket price \$30 if drinking. \$20 for non-drinking.
 - Goal is to sell 50-60 tickets.
 - 12 bottles of wine donated so far.
 - Canal Street Restaurant and Pub will be donating fruit and cheese tray, meatballs and chicken teriyaki pot stickers.
 - Raffle basket ideas discussed.
 - Application to Goggle Works for donated artwork.
 - Crafts with wine corks planned.
- Discussed participating in Boscov's Friends Helping Friends.
- Christmas in Birdsboro to be held Saturday 12/10. Ashley informed that we do have a Santa for our breakfast.

Report of the Policy Committee: Highlights:

- No updates at this time.

Report of the Property Committee: Highlights:

- Discussed having the floor of the Community Room buffed.
- Office has a leak when raining. Will clear leaves, debris from roof.
- Rain coming into book room under door from the alley. Caused by pitch of alley. Discussed possible solutions.
- Secret Door is completed. Final touches being made.
- Discussed using Halter's Landscaping for snow removal.
- SNJ to be contacted regarding HVAC system.

Old Business:

- Summer Giving Letter printing and mailing completed. Should be arriving in mail within the week. Thank you letters to those who donated will be sent.

New Business:

- Chrissy working on updating Patron Policy. Guidelines for harassment conduct.

Adjournment: At 8:27pm, Robin made a motion to adjourn the meeting and Kim seconded. The motion passed. The next meeting is September 20th at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary

Action Items:

- Ashley: Check with staff regarding team building interest, dates.
Check on Hot Spot payment, cancellation fee.
- Mary: Check on Winery for team building.
Check with Lisa regarding floor cleaning of Community Room.

Check with Halter's Landscaping regarding snow removal.
Robin: Check on Boscov's Friends Helping Friends.

Draft