

## **Boone Area Library Board of Trustees Meeting Tuesday, December 19, 2017**

**Call To Order:** The meeting was called to order by Board Chair Susan Fix at 7:00 pm. Those in attendance were Trustees Susan Fix, Jennifer Harding, Matthew Lamm, Cheryl Martinozzi, Mary Picariello, Kim Unger and Interim Director Eileen Simms.

**Minutes:** The minutes of the November 2017 meeting were reviewed. Kim Unger motioned to adopt the minutes as presented and Jenn Harding seconded. The motion passed.

**Report of the Library Director:** Interim Director Eileen Simms presented the Report of the Director. Highlights:

- Juvenile circulation was down from last year but no specific reason was known.
- Bookstore sales were up from last year due to a long running book sale.
- Lynn Gibson attended training at the Southeast PA Library Association Annual Workshop in November.
- Heather Jasinski was hired as a Library Aide.

**Report of the Treasurer:** Highlights:

- The Santa Breakfast brought in \$867 and the Christmas Raffle, \$1019. Both were slightly less than 2016.
- We are currently spending a little less due to staff vacancies.
- A correction was made to page 3 of the report to reflect Sue Fix as Chair.

Mary Picariello motioned to accept the Treasurer's report with the correction and Cheryl Martinozzi seconded. The motion passed. In addition, a proposal was made to apply this month's extra payments from the absence of a Director's salary as follows: \$1500 to the line of credit and 500 to the mortgage. Cheryl Martinozzi motioned to do this pending financial conditions and Jenn Harding seconded. The motion passed.

**Report of the Chair and Trustees:**

- Sue Fix passed around a thank you card for the retired electrician that visited the library recently and shared his knowledge.

**Report of the Property Committee: Highlights:**

- Matt Lamm presented a quote from Hillcrest Roofing and Siding to replace the building's gutters. Cheryl Martinozzi made a motion to hire Hillcrest to replace the gutters for \$2800 and Mary Picariello seconded. The motion passed. Matt Lamm will contact Hillcrest to schedule.
- Ewing Key and Lock has replaced the front door lock. Matt Lamm reviewed the list of people that have received keys and people that still need them and will see that distribution is completed.
- Matt Lamm will contact Electricians Local 745 after the Holiday Season to discuss lighting and other electrical issues.

**Report of the Fundraising Committee:** Highlights:

- Sue Fix presented the thank you letter that will be sent to raffle donors.

**Old Business:**

- A change to the Purchasing Policy was made. When making a purchase for more than \$1000 the Board will attempt to obtain quotes from 3 possible sources. Exceptions to this include utilities, accounting fees, payroll, taxes, and collection acquisitions.
- A proposal was made to use the \$1000 donation from Friends Of The Berks Public Libraries for chairs, a table, and a charging station for the teen room. Mary Picariello made a motion to do this, and Jenn Harding seconded. The motion passed.
- Jenn Harding presented a Redner's receipt policy. Discussion followed. Determination needs to be made whether this will continue to be a staff or board responsibility.

**New Business:**

- Sue Fix notified the Board that the Volunteer Fair will be held at St. Paul's Lutheran on 1/15. Sue and Eileen will attend.
- The 2018 meeting schedule was reviewed. Meetings will continue to be the 3<sup>rd</sup> Tuesday of the month. Kim Unger motioned to adopt the meeting schedule as presented and Jenn Harding seconded. The motion passed. Eileen will forward the schedule to the Reading Eagle for publication.

- The slate of officers for 2018 was presented and is as follow: Cheryl Martinozzi as Chair, Kim Unger as Vice Chair, Matt Lamm as Recording Secretary, and Sue Fix as Treasurer. Mary Picariello motioned to accept the slate as presented, and Jenn Harding seconded. The motion passed.

**Adjournment:** At 8:21 pm, Kim Unger made a motion to adjourn the meeting, and Cheryl Martinozzi seconded. The motion passed. The next meeting is January 16, 2018, at 7pm.

Respectfully submitted,  
Matthew T. Lamm, Secretary

APPROVED