

**Boone Area Library Board of Trustees Meeting  
Tuesday, February 15, 2022**

**Call To Order:** The meeting was called to order at 7:01pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Chrissy Mittura, Kim Unger, Kendra Hettel, Lisa Kraljevich, Robin Fox, Nicole Spana and Library Director Ashley Allen.

**Minutes:** The Minutes of January 2022 meeting were reviewed. Lisa motioned to accept the minutes with corrections. Kendra seconded. The motion passed.

**Report of the Director:** Library Director Ashley Allen presented the Director's Report. Highlights:

- Monthly statistics reviewed and discussed. Compared with last year, numbers are higher this year.
- Programs are doing great.
- Adult Program on 2/24 is Recipe Swap. February Theme is Party Dish. To be held last Thursday of each month.
- Donation letters went out to local businesses. Information included on HVAC system and hoping to raise money for repairs or replacement. One business has responded at this date. Ashley to send thank yous.
- Reopened search for candidate for part-time library aide.

**Report of the Treasurer:** Presented Kendra. Highlights:

- Discussed maintaining savings account at MT&T Bank.
- Received request for donation from Birdsboro/Union Fire Department. Library Donated in September.
- Kendra and Ashley to attend Amity Township Meeting on 2/16.
- Birdsboro Council Meeting on 3/7 and Union township Meeting on 3/21. Ashley will request to be placed on the agendas.
- Discussed possibility of paying bill on-line. To be discussed with auditor.
- Discussed having a Capital Campaign as a one time event or multi year one.
- Discussed budgeted revenue. Possibility of not receiving anticipated income.
- Currently using ADP for payroll. Penny (book keeper) may be able to do payroll on Quick Books. Need updated Quick books.

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

**Report of the Chair and Trustees:** Highlights:

- Welcomed two new trustees. Robin Fox from Amity Township is official. Nicole Spana from Union Township was voted on last night.
- BCPL meeting is being held virtually on 2/16.
- Union Township Environmental Advisory Committee would like to work together with the Library possibly this summer.

**Report of the Human Resource Committee:** Highlights:

- No updates at this time,

**Report of the Grant Committee:** Highlights:

- Lisa researching grants for heating/HVAC Systems with Friends of Berks County Libraries. Prices needed for grant.
- Discussed applying for Orphans and Oddfellows Grant. Sending letter of amount we would like and why. Examples discussed included STEM programs, youth programs,

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

- Date of Saturday 5/14 is approved for Duck Race at Mainbird Park in Birdsboro. Discussed requesting businesses to donate prizes, finding vendors, food trucks and a DJ. May need to buy additional plastic ducks.
- Discussed Pop Up Meals as fundraisers.

- Angry Anvil date is March 9th.
- Promote Amazon Smiles and Boyer's cards to increase fund raising.
- Capital Campaign Committee formed including: Chrissy, Robin and Kendra. Discussed creating a brochure with the history of the building.
- Nicole added to Fundraising Committee.
- Discussed idea of an Art Auction.
- Quilt Raffle to be held in the future.

**Report of the Policy Committee:** Highlights:

- Financial Policy worked on. Discussed asset management. Needed per Auditor.
- Harassment/Sexual Harassment Policy reviewed and to be voted on Slack.

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

- HVAC update given. Part replaced. Will get estimate from Tom Smith on repair/replacement and short term versus long term.
- Property Committee meeting to be scheduled.

**Reopening/COVID Committee:** Highlights:

- No updates at this time.

**Old Business:** Highlights:

- No updates at this time.

**New Business:** Highlights:

- Ashley provided information on proposal for new copier Through Fraser. Would offer better technology for less money. Currently use Ricoh. Reviewed Fraser proposal versus current Ricoh. Unanimous vote to move forward with Fraser.

**Adjournment:** At 9:00pm, Lisa made a motion to adjourn the meeting and Kendra seconded. The motion passed. The next meeting is March 15, 2022 at 7pm.

Respectfully submitted,  
Kimberly J. Unger, Secretary