

# Boone Area Library Board of Trustees Meeting

## Thursday, January 25, 2018

**Call To Order:** The meeting was called to order by Board Chair Cheryl Martinozzi at 7:05 pm. Those in attendance were Trustees Susan Fix, Matthew Lamm, Cheryl Martinozzi, Mary Picariello, and Interim Director Eileen Simms. Discussion ensued. Quorum was reached when Trustee Kim Unger joined the meeting at 7:24 pm.

**Minutes:** The minutes of the December 2017 meeting were reviewed. One correction was noted regarding the purchasing policy. Cheryl Martinozzi motioned to adopt the minutes with the correction. Mary Picariello seconded. The motion passed.

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

- Circulation was down due to road work.
- The book store continues to do well.
- The facebook page has gained several likes recently.

**Report of the Treasurer:** Highlights:

- The year 2017 ended at 93.4% of budgeted income but also 91.67% of budgeted expenses.
- Collection spending for 2017 was on target.
- The treasurer notified the board that the interest rate on the line of credit has increased and recommended aggressive payment against it.

Kim Unger motioned to accept the Treasurer's report and Mary Picariello 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: \$750 to the line of credit and \$750 to the mortgage, pending financial conditions. Cheryl Martinozzi motioned to do this and Mary Picariello seconded. The motion passed.

**Report of the Chair and Trustees:**

- Cheryl Martinozzi shared information about an upcoming Trustee "Boot Camp" and Orientation (note: these are 2 different events) and information on how staff had can be trained to respond to an opioid overdose.

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

- Matt Lamm notified the board that Hillcrest will be coming on 2/26 to begin replacing the gutters.
- The director informed the board that the local teen who has been maintaining the sidewalks during winter weather has been less available lately and suggested that perhaps a company should be hired to take over this task. Matt Lamm will contact the borough to see if municipal service for this is possible.
- Sue Fix explained that the service contract with E.G. Smith for the heating units is ending and inquired as to whether it should be continued or turned over to local Expert Care Heating and Air, who already handles the A/C. Matt Lamm will look into this.
- Matt Lamm reported that several light units in the Bruce Hoffman room have been repaired; there is still more work to do on this.

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

- There was brief discussion on the upcoming Easter Bunny breakfast (no date set yet), the Community Yard Sale (no date known yet) and the Duck Derby (5/12).
- Sue Fix shared an idea for a summer or autumn "Best Kept Secret" type event. The board responded positively to this idea and agreed to work more on this idea soon.

**Old Business:**

- Sue Fix and Matt Lamm reported on the purchase of 6 tablets with the donation from the Rotary club.
- Sue Fix and Eileen Simms reported on the purchase and set up of chairs, a table, and a charging station for the teen room. The board discussed having a "painting party" for this room and providing a place for art work or other items to be displayed.
- Sue Fix and Eileen Simms reported results from the Volunteer Fair at St. Paul's Lutheran on 1/15.

**New Business:**

- Cheryl Martinozzi shared a prospective worker's compensation insurance policy from Eastern Alliance and made a comparison to the current policy that we have had with Utica. The EA policy will be half the price of Utica but

would require a certain network of doctors to be used. The board was pleased with the doctors in the network. Kim Unger motioned to make the change to EA, and Sue Fix seconded. The motion passed.

- Cheryl Martinozzi discussed plans to put together a Board Of Trustee Manual. The board went on to discuss places where it could be stored.
- A list of trustees, their contact information, and term dates was passed around. Each trustee was given an opportunity to update or correct their information.
- A brief discussion of potential library director candidates took place. A new applicant's resume has been received and will be emailed to the board members for review.
- Cheryl Martinozzi discussed our main points of focus for 2018 including: the STEM grant, fundraising, programs, and the website. Cheryl shared that she is very happy with our facebook, and requested that access links to meeting minutes be improved on the website and that the board of directors be added.
- Sue Fix urged the board to resume working on a new logo.
- Mary Picariello shared times and dates for the 5K and Duck Derby: 5/12 at 9:30am and 11am, respectively.
- Board members individually made cash contributions to create a donation for the Daniel Boone Music Boosters. The library will be mentioned in their program and on an award.

**Adjournment:** At 9:45 pm, Kim Unger made a motion to adjourn the meeting. The motion passed. The next meeting is February 20, 2018, at 7pm.

Respectfully submitted,  
Matthew T. Lamm, Secretary