

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, July 19, 2022

Call To Order: The meeting was called to order at 7:02m by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Chrissy Mittura, Kendra Hettel, Kim Unger, Nicole Sapna, Robin Fox and Library Director Ashley Allen.

Invitees: Becky Wanamaker, Systems Consultant and Penny O'Donnell, accountant.

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

Report of the Director: Highlights:

- Monthly statistics and overview of activities reviewed.
- Library cards and total circulation is up.
- Reported on mailings for donations.
- Update on Give Butter. Option of QR code or URL.
- Form sent to Kimberton Whole Foods to be considered for future "Round Up" event.
- Will be receiving alerts for Grants through the county. Moving forward with grants regarding door replacements.
- Discussed Community Room rentals during library off hours.
- Library Director will be attending township meetings in September. Emphasize how increased support from municipalities equals increased support from the county and state.
- The start of "Library of Things" Patrons can borrow games, decorations, woodburning kit, karaoke, etc. All goes towards circulation.

Report of the Treasurer: Highlights:

- Report numbers reviewed and updated on budget.
 - Audit materials have been signed in.
 - Discussed setting up a Finance Committee. Help in getting budget together for next year.
 - Discussed in the future not separating events under Fundraising.
 - Application accepted by Hershey Park for their Volunteer Program.
 - Penny will research uncleared checks from 2020 and 2021.
 - Discussed late return of old printer to Ricco by Fraser and being charged by Ricco for another month. Penny will reach out to Fraser and Ashley will call Fraser representative for the library.
 - Reviewed concerns of paying bills electronically versus by checks.
 - Amazon Smile donations not showing on report as donated.
 - Discussed placing Give Butter QR code on library website. URL code is on Instagram.
 - Discussed budget amount to be spent on Summer Giving Campaign letter and mailings. Decided on \$2,500 limit.
 - Questioned MIT points. Redeem as cash deposited into account if possible. Penny will research.
- Chrissy made a motion to accept the Treasurer's Report. Mary seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Discussed Community Room rental. Procedure for renting when library is closed. 2 people needed in building. Use of staff, trustees, or volunteers. Change rental agreement for additional charge when the library is closed.

Report of the Human Resource Committee: Highlights:

- No updates at this time,

Report of the Grant Committee: Highlights:

- HVAC Grant through Union Township was turned down. Will try new grant through Berks County.
- Robin added to Grant Committee.

Report of the Fundraising Committee: Highlights:

- Wine Pull fundraiser date is 11/5. Ridgewood Winery attending. Donations needed for raffle and art. Discussed promoting event and items needed. Tickets to include wine tasting, free appetizers, raffle ticket and wine.
- Debated on holding Santa Breakfast this year.

Report of the Policy Committee: Highlights:

- No updates at this time.

Report of the Property Committee: Highlights:

- Community Room painting has been completed.
- Discussed having the floor of the Community Room buffed.
- HVAC maintenance agreement completed. Potential building issues reviewed.
- Area in office has a leak when raining. Beams may rot from water damage. Will clear leaves, debris from roof.
- Secret Door is half-way completed.

Old Business:

- Nothing at this time.

New Business:

- Patron Policy to be refreshed and updated. Guidelines for harassment conduct.
- Library to donate \$100.00 for start-up of new Friends Group. Will add Friends Poster to newsletter.

Adjournment: At 9:05pm, Nicole made a motion to adjourn the meeting and Kendra seconded. The motion passed. The next meeting is August 16th at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary