

# APPROVED

## Boone Area Library Board of Trustees Meeting Tuesday, June 21, 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, Nicole Sapna, Lisa Kraljevich and Library Director Ashley Allen. Absent were Robin Fox and Kim Unger.

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

**Report of the Director:** Highlights:

- Monthly statistics and overview of activities reviewed.
- Door count is up. Assisted by summer reading. Circulation is at the average for the year. New card registration should be up related to partnership with Maple Springs Pool - \$1 for 1 day. Should be 1 card per family. Families attending events and getting cards.
- Escape Room Event held in June was Pirate themed. Successful. Well attended and more planned. 3-4 teams with 3-5 people each day. Next is escape from the North Pole. There is a waitlist!
- Adult Craft in July. Painted wine glass. 10 of 25 spaces filled.
- July Recipe Swap theme is Summer Treats. People joining Recipe Swap FB page.
- Article in Reading Eagle "Stories with Teacher's program" held at the library has been shared many times. Post has also been shared by the school district. Great publicity for the library. Systems congratulated Ashley!

**Report of the Treasurer:** Highlights:

- Report numbers reviewed and updated on budget.
- Discussed placement of cleaning supplies. Possibly under maintenance supplies.
- Amazon Smile donations not showing on report as donated.
- Discussed retention, positions, evaluations and raises of staff.
- Discussed Operating Expenses and funds available in Savings Account. Voted to move \$8,000 from Savings to cover \$4,000 in Capital Improvements (HVAC maintenance contract), \$1,000 in Operating Expenses (paint in the Community Room) and \$3,000 for increased Personnel Expenses.

Lisa made a motion to accept the movement of funds. Mary seconded. Vote was unanimous.

- Reviewed checks listed as uncleared but may be cleared by bank. Will check with Penny.
- Discussed placement of cleaning person and cleaning supplies on report and ADP.
- HVAC supplies currently under Building and Grounds.

Nicole made a motion to accept the Treasurer's Report. Lisa 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. Possibly raising off hour rental from \$10 to \$20. Current issue is rental for Yoga and August 6<sup>th</sup> rental from 8:45am to 4pm.
- Boyer's cards are not yet in.

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

- No updates at this time,

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

- No updates at this time.

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

- Discussed donation letter. Plan to give Wayne from Systems copy of letter. Discussed use of “Just Giving” and “Give Butter” for donations. “Give Butter” is free if there is an option for people to give a percentage to them.

Unanimous vote to move forward and use “Give Butter”

- Discussed Duck Race and planning for next year. Partnering with Parks and Recreation, moving date to end of Summer, raise duck prices and the Doyle Foundation’s interest in providing funds for the next 10 years. (would like a plaque).
- Send application now to Kimberton Whole Foods for round up fundraiser.
- Planning a Wine Pull. Start getting donations and pick a winery.
- Received packet from Usborne for fundraising opportunity. Discussed various options. Will research.
- Discussed Hershey Park volunteering. Volunteer’s wages get donated to organization of their choice and the volunteer gets tickets to Hershey Park. (Kendra’s mother coordinates Hershey Park volunteers.).
- Fundraiser of Coffee Sales from Reading Roasters. Information to be provided to Board and how to refine program to make it work for the library.

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

- No updates at this time.

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

- Discussed the use of thinner toilet paper to prevent clogging. May also be related to rusty pipes.
- HVAC - Community Room thermostat set at 66 degrees. Will not go above 76 degrees. Discussed maintenance contracts and what is included.

**Reopening/COVID Committee: Highlights:**

- No updates at this time.

**Old Business: Highlights:**

- Discussed Giving Letter and how to organize the mailing. Focus on Amity and Union. Ask Sir Speedy to separate certain number of zip codes related to budget. Kendra will research. QR code added to trifold.

**New Business: Highlights:**

- Nicole attended Leadership by Design (web junction) governance event. She also plans to attend Recruiting New Board Members.
- Update on staff CE credits.
- Ashely to meet at Systems for tour and to meet with new district consultant.
- New district consultant to meet with Library Board in the future.
- Accepted the resignation of Boone Area Library Board of Trustee Lisa Kraljevich.

**Adjournment:** At 9:16pm, Lisa made a motion to adjourn the meeting and Kendra seconded. The motion passed. The next meeting is July 19th at 7pm.

Respectfully submitted,  
Kimberly J. Unger, Secretary