

**Boone Area Library Board of Trustees Meeting
Tuesday, March 17, 2020**

Call To Order: The meeting was called to order at 7:04 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Lisa Kraljevich and Stephanie Woomer. Bridget Scogna attended remotely by phone.

Minutes: The Minutes of February 2020 meeting were reviewed. Kim motioned to accept the minutes with corrections as discussed. Chrissy seconded. The motion passed.

Report of the Library Director: Lisa presented in absence of a Director. Highlights:

- Lisa sent in January's Director's Report and agreed to work on and send in February's Director's Report.

Report of the Treasurer: Steph presented the Treasurer's report. Highlights:

- Mary questioned about Payroll Liabilities line on Fiscal Statement Report.
- Steph continues grappling with First Data regarding the Clover lease. Will follow up.
- Reported that four credit card transactions in January did not go through First Data on original date. Total is less than \$100.00 Discussed options.

Sue made a motion to accept the Treasurer's report. Lisa seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Discussed division of duties while the position of Director is open.
Sue will order DVDs and handle Redner's receipts.
Lisa will order books in consultation with Sarah and Crescenda and complete Director's report.
Kim will contact volunteers. Community service discussed.
- Discussed best approach for handling emails.
- Discussed Domain and consulting with Jeff from Systems.
- Lisa presented recap of Staff Meeting held on 3/11/2020. Kim and Bridget also attended.

Report of the HR Committee: Mary presented highlights:

- Meeting held on 3/5/2020.
- Personnel policy updated. Board to review.
- Director's position posted on PALA website.
- Chrissy gave updates on candidates for Director's position and Aide position.
- Bridget discussed reaching out to graduating college seniors with a MILS for Director's position.

Report of the Fundraising Committee: Lisa presented the highlights:

- Easter Bunny Breakfast cancelled.
- Discussed getting Giving Letter out earlier. Chrissy will work on this.
- Kimberton Whole Foods rounding up fundraiser for March.
- Discussed moving date for Duck Race. Possibly "Finale" for Summer Reading. Chrissy will be in contact with Birdsboro Council.
- Advertising activities via Peach Jar and News of Sothern Berks discussed.
- Bridget discussed getting together library "Goodie Bags" for new residents in the area.
- Discussed how library will be losing fundraising money related to current Pandemic. Possibly looking into corporate sponsorships.

Report of the Policy Committee: Chrissy presented the highlights:

- Will email policy drafts and giving letter.
- Steph will send Chrissy policies needed for PCI for patron's credit cards.

Report of Property Committee: Mary presented highlights:

- Geoff Steigauf who is a master electrician offered to look over the electric/lights.

Old Business: Highlights:

- Lisa discussed applying for the Friend's Grant. The Annual Report and copy of current budget are needed to qualify. Will then see what grants we are eligible for.

New Business: Highlights:

- Mary discussed having staff group communication. A Slack channel will be established for staff which will include Mary.
- Discussed mandated closure and handling payroll. Sue made a motion to pay staff, including Bari through the end of March. Mary seconded. All voted in favor. Will reevaluate for April if closed longer.
- Discussion ensued concerning staff working while library is closed to public.
- State funding not affected by closure.
- Opportunity to promote E-Resources. Discussed using Overdrive. Promoting Read Alongs.
- Discussed Ethan Unger's revision of his Eagle Scout Project to paint the Teen Room and secure shelving. All voted in favor of the revision.

Adjournment: At 9:38 pm, Sue made a motion to adjourn the meeting and Kim seconded. The motion passed. The next meeting is April 21, 2020 at 7pm

Respectfully submitted,
Kimberly J. Unger, Secretary

Approved