

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

Call To Order: The meeting was called to order at 7:02 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Sue Fix, Chrissy Mittura, Stephanie Woomer. Absent were Lisa Kraljevich, Bridget Scogna and Library Director Crescenda Long.

Also attending Anthony Pomponio, a prospective board member from Amity township.

Minutes: The Minutes of October 2020 meeting were reviewed. Sue motioned to accept the minutes with corrections. Chrissy seconded. The motion passed.

Report of the Director: Mary presented Crescenda's Director's Report. Highlights:

- Square is set up and ready to go. Card reader purchased. Will be training staff in its use.
- Discussed the need to use grant money received for marketing by the end of the year. Kim will research sandwich boards. Tablecloths prices to be researched. Mary will check with Charlie from Amity Shirt Factory and Lisa to check with Robu Printing.
- Trustee List to be updated and distributed to municipalities. Terms of members discussed.

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

- Total income for the year is close to be what it should be at 97% including PPP Loan. Applied for forgiveness of loan. Income lost from fundraising and fines. Waiting for 4th quarter payment from Birdsboro.
- Total expenses for the year are at 62%. Personnel expenses are less.
- Explained lost items, \$17 related to owing Kutztown Library.
- Discussed success of Annual Giving Letter.
- Will discuss with accountant where to place PPP Loan. Currently under "Grants".
- Presented a proposed 1st draft budget for next year, 2021, using full funding formula and one for partial funding formula. Will vote on budget at next Trustee Board Meeting in December.
- Discussed renewing Games of Chance license and Bingo license.
- Discussed refinancing current mortgage rate of 4.5% to a lower rate.

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

Report of the Chair and Trustees: Highlights:

- Mary discussed thinking of goals for 2021. Bring ideas to December meeting.
- Discussed what county suggests is needed in Bylaws. HQ systems has guidelines.
- Chrissy discussed library website and difficulty of making donations online. How relying on Systems control of website can be an obstacle.
- Mary reviewed officer nominating process. Committee to be chaired by Chrissy and include Steph and Kim. Will vote at December meeting for 2021 officers.

Report of the Human Resource Committee: Mary presented an update. Highlights:

- Working on trustee orientation handout. Information on terms added, trustee ethics and committee summaries. Hoping to be able to have information digitally, possibly using Google Docs.

Report of the Grant Committee: Highlights:

- Steph is working with Crescenda and would like to apply for Rural Library Grant which is due 12/15/2020.

Report of the Fundraising Committee: Highlights

- Discussed Games of Chance regulations of not using credit cards in sales and other methods of payment and age restrictions.
- Using 3-D printer to make customized keychains, dog tags, ornaments. Etc. to sell.
- Giant and Target gift cards have been obtained for Calendar Lottery fundraiser.
- Turkey Hill is permitting library to set up table on Sundays to sell Lottery Calendar.

Report of the Policy Committee: Chrissy presented an update. Highlights:

- Whistleblower Policy discussed and now easy to understand. Vote to accept Whistleblower Policy unanimous. Vote to accept Conflict of Interest Policy unanimous.
- Asset Policy is a next policy to develop and is a new one. Will discuss with Stephanie Williams.
- Crescenda has copies of approved policies and is managing them.

Report of the Property Committee: Highlights:

- Additional lights needed in back rooms. Supplies available. Mary will reach out to Matt Lamm for assistance in placing lights.
- Mary contacted the gentleman used for snow removal last year and he agreed to provide service for same cost as last year. Discussed calling versus using his own judgement when to come based on the amount of snow.
- LED lighting proposal to be given on 11/19 from Maxwell Lighting.
- Girl Scout working on Silver Project and wants to work with the library. Chrissy will check with her on what she will be doing and has put her in touch with Crescenda also.

Reopening Committee: Highlights:

- No recent meetings or updates.
- Board discussed uncertainty of future restrictions and effect on library.

Old Business: Highlights:

- Chrissy gave an update on projectors. Researched type of projector necessary. Price varies from \$100 to \$200.

New Business: Highlights:

- Steph discussed having Crescenda give thanks on Facebook next week for all municipalities, patrons, businesses, Etc. that have supported the library.
- Chrissy spoke during the Birdsboro Council Zoom Meeting on 11/16. She gave a slide presentation of what the library provides and offers to patrons. Kim also attended. Presentation was successful and went over well.
Discussed municipalities budget meetings and requesting money for the library. Chrissy will follow up with Birdsboro.

Adjournment: At 8:53pm, Sue made a motion to adjourn the meeting and Kim seconded. The motion passed. The next meeting is December 15, 2020 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary