

Boone Area Library Board of Trustees Meeting

Tuesday, October 17, 2017

Call To Order: The meeting was called to order by Board Chair Susan Fix at 7:01 pm. Those in attendance were Trustees Susan Fix, Jennifer Harding, Matthew Lamm, Cheryl Martinozzi, Julia Olafson, Mary Picariello, and Kim Unger.

Minutes: The minutes of the September 2017 meeting were reviewed. One correction was brought to light. Cheryl Martinozzi motioned to adopt the minutes with the correction. Julia Olafson seconded. The motion passed.

Report of the Library Director: There was no Director's Report, as there is currently no Director.

Report of the Treasurer: Highlights:

- We are currently taking in a little less and spending a little less.
- The Treasurer proposed that in the absence of a Director that the money available for this month's Director's salary be applied to extra debt payments as follows: \$500 to the line of credit, and \$1000 to the mortgage. After discussion, the Board decided to apply the Director's salary money for this month as follows: \$250 to the line of credit, \$1250 to the mortgage, and \$500 to the building improvement fund.

Mary Picariello made a motion to accept the Treasurer's report and the above proposal as amended. Jenn Harding seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- The Board regretfully accepted the resignation of Lynn Gibson as Youth Services Coordinator.
- The Chair presented the Board with information about a possible grant that would allow artists to come into the library for programs.
- The Chair presented the Board with results from the recent Security System inspection.
- Staff member Eileen Simms was recently at Systems for the website training. She and staff member Lisa Strouse will be attending a Staff Development Day seminar.
- Board Members were encouraged to donate bags of candy for the Staff to distribute to Trick-Or-Treaters.

Report of the Property Committee: Highlights:

- Matt Lamm and Sue Fix plan to have a local retired electrician visit the library to walk through the building and share his opinions on our electrical hardware.
- Matt Lamm shared that he has not received a call back from the locksmith regarding the front door lock but he will try to contact the locksmith again.

Report of the Fundraising Committee: Highlights:

- The Fundraising Committee will not be doing a Sweet Street Fundraiser this Holiday Season, however, after discussion, it was decided that perhaps one could be done around Easter or Independence Day.
- The Fundraising Chair gave updates on Christmas in Birdsboro, Breakfast with Santa, and Annual Giving.
- A Fundraising Meeting was scheduled for 11/9 at 6:30pm.
- Two Budget meetings were set for 10/30 at 6:30pm and 11/14 at 6:30pm.

Old Business:

- The current status of the STEM grant was discussed.
- The Board discussed the need for a Nominating Committee for 2018 Officers. Sue Fix expressed willingness to be the next Treasurer.

New Business:

- The Chair expressed interest in having the library's Twitter account used to update followers on library events. After discussion, Mary Picariello made a motion that the library's Twitter account be used as the Chair presented. Jenn Harding seconded, and the motion passed.
- The Chair presented a Purchasing policy to the Board for review. A vote on this policy will take place at the next meeting.
- There was discussion about the fact that some of our policies and terminology within them might need to be updated. After discussion, the Board decided that it will be necessary to reach out to the Library Associations that we belong to for help. Also, when the new Director is hired they can work on this.
- After discussion, the Board decided to add "attend required meetings" to the advertisement for a Library Director.

- After discussion, it was decided that the term “Library Aide” will be used to designate the front desk position. The Chair presented the Board with the corresponding job description which the Board accepted.
- While job descriptions exist for both the Interim Director and Library Assistant, discussion took place regarding what could be expected from a staff member handling both jobs temporarily. Also discussed was the possibility of a future position named Adult Services Director.
- The Meeting Room Policy was not available during the meeting and was tabled.
- **Executive Session:** At 9:06 pm, the Board went into an executive session to discuss the pay and work hours of the Interim Director.

Adjournment: At 9:12pm, Julia Olafson made a motion to adjourn the meeting. Cheryl Martinozzi seconded. The motion passed. The next meeting is November 21, 2017, at 7pm.

Respectfully submitted,
Matthew T. Lamm, Secretary

APPROVED