

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, October 18, 2022

Call To Order: The meeting was called to order at 7:01m by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Kim Unger, Nicole Sapna, Robin Fox. Chrissy Mittura, Kendra Hettel, and Library Director Ashley Allen.

Invitees: Penny O'Donnell, accountant/bookkeeper.

Minutes: The Minutes of September 2022 meeting were reviewed. Chrissy motioned to accept the minutes. Kendra seconded. The motion passed.

Report of the Director: Presented by Ashley. Highlights:

- Monthly statistics and overview of activities reviewed.
- Slight decrease in patron count. (Top months were June and August)
- Increase in ILL
- New books, new holiday books and new materials have been ordered.
- PC usage has steadily gone up.
- Board was made aware that Application for State Aid will be submitted by the end of the month,
- Starting to gather information for URR and Annual Report.

Report of the Treasurer: Presented by Kendra. Highlights:

- Kendra informed of correction needed to June minutes. Approving of additional expenses over and above. "Discussed Operating Expenses and funds available. Voted to approve \$8,000 in over-budget expenses broken out as follows: \$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." Kendra motioned to accept the corrections. Mary seconded. The motion passed.
 - Updated numbers for Preliminary Budget for state funding.
 - Discussed Amity and Union's questions after attending municipality meetings concerning HVAC and electrical issues.
 - Discussed line item for library fines and continuing to stay Fine Free. Agreement to stay fine Free signed by Board Chair and Secretary. One time check received from Office of Commissioners. Fines to remain for lost or damaged items.
 - Reviewed and discussed Budget vs. Actuals. Print and copy charges, room rental, fundraising, Buildings and Grounds, postage, HVAC, audit, dues and memberships, payroll service, and cost of raising money.
 - Reviewed 2023 budget.
- Chrissy made a motion to accept the Treasurer's Report. Nicole seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Attended Union township meeting which was positive. Any increase in budget appreciated.

Report of the Grant Committee: Highlights:

- Ashley submitted email for a grant for the doors. Due date past. She will continue to research

Report of the Fundraising Committee: Highlights:

- Nicole and Ashley gave update on Wine Pull fundraiser scheduled for 11/5.
 - Donations are coming in. Have baskets for raffle and artwork.
 - Food is covered. Have \$50 Boyers gift card.
 - Have all craft items that are needed.

-Increase advertisement of event.

- Boscov's Friends Helping Friends is 10/19. Robin will have a table at Boscov's to sell tickets.
- Still need to sort ducks from the Duck Race. Possibly have students for this task.

Report of the Property Committee: Highlights:

- Committee toured building. Checked basement which is clean and dry. No electricity in basement.
- Discussed assigning staff for pulling weeds outside. Having Friends Group care for the garden boxes outside library.
- Ashley will look for a gate for alcove where outside trash is stored.
- Glass company called regarding crack in front door.
- Chrissy and her husband adjusted front door so it is now closing softer.
- Discovered electric main shut off is in Children's Room.
- Extra fuses for HVAC.
- Discussed how electric may not support new HVAC system.
- Discussed building options.
- UGI called and reported no gas leak. Issue with circuit board.

Report of Having the Policy Committee: Highlights:

- Patron Policy reviewed.
Vote to accept policy unanimous.
- Financial Policy reviewed. Discussed autopay. Policy vs. technicality. Most utilities on autopay. Will check with auditor if two signatures, approvals needed for autopay or if only for handwritten checks.

Old Business:

- Discussed library cameras. Jeff able to get inside cameras up and running on computers but maybe only temporary. Discussed Ring camera for outside. Board recommended to go with Ring Camera and Ashley will move forward with obtaining it.

New Business:

- Next month Nominating Committee to be picked.
- Approve holiday schedule for 2023.

Adjournment: At 9:26 pm, Kendra made a motion to adjourn the meeting and Robin seconded. The motion passed. The next meeting is November 15th at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary