

APPROVED

Boone Area Library Board of Trustees Meeting Tuesday, December 21, 2021

Call To Order: The meeting was called to order at 7:03 pm by Chair Mary Picariello. Those in attendance were Trustees Mary Picariello, Chrissy Mittura, Kim Unger, Lisa Kraljevich and Stephanie Woomer and Library Director Ashley Allen. Trustee Kendra Hettel arrived at 7:06pm. Potential Board Members attending were Robin Fox and Nicole Sapna.

Minutes: The Minutes of November 2021 meeting were reviewed. Steph motioned to accept the minutes. Mary seconded. The motion passed.

Report of the Director: Library Director Ashley Allen presented the Director's Report. Highlights:

- Monthly statistics discussed seen in report.
- Numbers are similar to October.
- Working on draft for Employee Handbook. Policies are on-line and placed for reference and overview of productive work environment. Example of business casual dress, continuing education, etc. Will have gradual enforcement.
- Attended Systems meeting on 12/20.
- Discussed Systems approved Friday 4/29/2022 as a holiday for training. Will cover Libby, Polaris tips, collection development and more.
- Article in Community Courier introducing Boone Area Library's new Director, Ashley Allen.

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

- Amity's contribution was received in December.
- Escrow not used may be reimbursed.
- Discussed money in bank account. No other anticipated large expenses.
- Bookkeeper had mentioned untapped resources from corporations and Grants. Discussed letter Bookkeeper drafted. Discussed sending thank you letters to companies that are supporting the library.
- Budget for next year 2022 was sent out for review. Unanimous vote to accept 2022 Budget. Mary motioned to accept the Budget. Lisa seconded. The motion passed.
- Spreadsheet of wages to be sent to Ashley Allen.
- Discussed following up with Birdsboro, Union and Amity townships regarding 2022 Budget. Sending thank you letters to councils and Boro Managers.

Lisa made a motion to accept the Treasurer's Report. Kendra seconded. The motion passed.

Report of the Chair and Trustees: Highlights:

- Discussed Reorganization for 2022. Chrissy, Steph and Kim met to discuss candidates for officers. Nominated Mary Picariello to continue as Chair. Unanimous agreement. Mary Accepted. Nominated Chrissy Mittura to continue as Vice Chair. Unanimous agreement. Chrissy accepted. Stephanie Woomer requested to be removed as Treasurer. Nominated Kendra Hettel as Treasurer. Unanimous agreement, Kendra accepted. Nominated Kim Unger to continue as Secretary. Approved unanimous agreement exception to Bylaws for holding office for 3 years. Kim accepted.
- Discussed Goals for 2022:
 1. Updating Community Room. Make it more inviting/welcoming. Refresh the room.
 2. Marketing for Capital Campaign. Need to sustain building. Planning to replace HVAC system. Discussed Giving Letter and future mailings.
 3. Increase Adult Programs. Offer more diverse programs. Get more people in the door,
 4. Develop Relationship between the library and schools. Present video tours of library to schools.
- Accomplishments of 2021:

1. Updated Bylaws.
2. Updated Policies.
3. New carpeting.
4. Updated building safety.
5. Updated lighting.
6. Successful Duck Race.

Report of the Human Resource Committee: Highlights:

- Welcome to our new Library Director Ashley Allen. Introduction will be in Library's January Newsletter.
- Discussed how meeting agenda is to be posted 24 hours in advance of meeting per Sunshine Laws. Meeting dates for 2022 to be posted.

Report of the Grant Committee: Highlights:

- No updates at this time.

Report of the Fundraising Committee: Highlights:

- Gingerbread House Competition raised \$260. Paid \$100 from that for 1st prize.
- Bake Sale money still coming in.
- Discussed promoting to school art teachers for next year's contest.

Report of the Policy Committee: Highlights:

- Financial Policy to be worked on.

Report of the Property Committee: Highlights:

- Discussed snow removal.
- Discussed toilet replacement or trying to fix them. Quote received for Freedom Plumbing and Drain for 10 inch and 12 inch toilets. Recommendation of commercial toilets. Mary made a motion to replace toilets. Lisa seconded. The motion passed.

Reopening/COVID Committee: Highlights:

- Chrissy has cases of hand sanitizer and N95 masks if needed.
- Questioned on how other library boards are meeting.

Old Business: Highlights:

- No updates at this time.

New Business: Highlights:

- Potential new Board members.
- Discussed Book Room Store organization.

Adjournment: At 9:02pm, Chrissy made a motion to adjourn the meeting and Kendra seconded. The motion passed. The next meeting is January 18, 2022 at 7pm.

Respectfully submitted,
Kimberly J. Unger, Secretary