

Boyertown Community Library
Board of Trustees Meeting
December 15, 2020

Meeting was called to order at 7:03 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

In attendance: Lori Carnes, Cindy Mellor, Kelly Kindig, Pat Nunan, Chuck Wohl, Rob Kistler, Justin Hall, Andrea Kershaw, Jalma Marcus, Director Susan Lopez (Susan was not present for the executive session)

Trustees absent: None.

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the November Regular Meeting
 - a. Cindy motioned to approve the minutes of the November regular meeting. Andrea seconded. All in favor. Motion passed.
4. Executive Session
 - a. The Board entered an executive session to discuss wages for 2021.
5. Report of Treasurer
 - a. There appear to be missing rent payments from two tenants. Chuck and Susan will investigate.
 - b. Pat motioned to approve the November financials. Jalma seconded. All in favor. Motion passed.
 - c. The Board discussed implementing a capitalization policy. Cindy suggested that we consider a capitalization amount in the range of \$2,500 to \$5,000. Jalma suggested \$3,000. Cindy will draft a policy for consideration by the Board.
6. Report of Director
 - a. Susan reported that the CARES Act funds to assist in reimbursement of the costs related to COVID-19 will be available if we want to apply for it, to the extent we have any costs that have not been reimbursed. The deadline to apply will be September 2021.
7. Committee Reports
 - a. Facilities (Pat)
 - i. The new library doors have been installed.
 - ii. There have been some issues with leaking faucets in the library. Pat will look into replacing all of them.
 - iii. The committee is seeking quotes for rain gutters. The work would occur in the spring.
 - iv. Chuck reported on an issue involving a leak in a tenant's apartment that damaged his apartment and another tenant's apartment. The tenant in whose apartment the leak originated will be asked to pay for the cost of the repairs.
 - b. Finance Committee (Cindy)
 - i. Cindy discussed the proposed budget for 2021.
 - ii. Jalma motioned to approve the 2021 budget as presented. Justin seconded. All in favor. Motion passed.

- c. Fundraising Committee (Andrea)
 - i. We received the check from the Amazing Raise.
 - ii. Andrea finished the Santa Claus letters for the Santa Claus fundraiser.
 - iii. The Board discussed conducting a review of annual giving, through the Annual Fund and the Amazing Raise, to determine where our efforts should be focused.
 - d. Executive (Chuck)
 - i. Chuck deferred to Lori for discussion of officer nominations for 2021.
 - ii. Lori discussed her thoughts for officer nominations and adding trustees. Lori's position as a trustee will need to be replaced.
 - e. Governance (Lori)
 - i. Chuck discussed changes to the By-Laws that the Governance committee is proposing, which were circulated previously to the Board. The Board discussed the changes.
 - ii. The Board discussed the Library Abuse Prevention Policy, which is a form document required by the Library's insurance broker. Jalma expressed concerns about the policy being confusing and not clear for employees as to what is expected, as well as the fact that appears to establish a "zero tolerance" policy, which we may not necessarily support, depending on the circumstances. We could develop a supplemental policy to clarify the form document. Pat motioned to approve the Library Abuse Prevention Policy. Jalma seconded with the added proviso that we develop a supplemental policy. All in favor. Motion passed.
8. President's Report (Chuck)
- a. None.
9. Old Business
- a. Susan continues to work with Miller-Keystone Blood Center to use the basement area of the library for regular blood collection.
 - b. Chuck reported on his discussions with Glocker and Zuber regarding the potential value of the rental properties. Chuck previously circulated a summary of the information provided by Glocker and Zuber to the Board via email. The Board determined that we should consult a third realtor. Pat and Lori will provide recommendations.
10. New Business
- a. The Board discussed the possibility of raising the rents for the residential properties for 2021. The Board decided that, because the rent was increased last year, there was no need to increase it again this year. The Board also discussed whether to require tenants to have renters insurance.
 - b. Jalma informed the Board that she has tendered her resignation as of December 31, 2020, due to her involvement in another organization. She thanked the Board for the experiences over the last year. The Board, in turn, thanked Jalma for her input and help as a Board member.
 - c. Holiday gift cards for the staff will be purchased based on donation commitments from the Board.
11. Meeting was adjourned at 9:01 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on January 26, 2021, via Zoom, commencing at 7 PM.

Action Items

None.