

Boyertown Community Library
Board of Trustees Meeting
February 25, 2020

Meeting was called to order at 7:04 PM.

In attendance: Cindy Mellor, Andrea Kershaw, Kelly Kindig, Pat Nunan, Chuck Wohl, Rob Kistler, Justin Hall, Jalma Marcus; Director Susan Lopez

Trustees absent: Lori Carnes

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of January Annual and Regular Meetings
 - a. Pat motioned to approve the minutes of the January Annual Meeting. Cindy seconded. All in favor (Jalma did not vote). Motion passed.
 - b. Cindy motioned to approve the minutes of the January Regular Meeting. Pat seconded. All in favor (Jalma did not vote). Motion passed.
4. Appointment of Jalma Marcus as a Trustee
 - a. Rob motioned to approve Jalma's appointment as a Trustee. Andrea seconded. All in favor (Jalma did not vote). Motion passed.
5. Report of Director
 - a. Susan reviewed the library usage statistics for January 2020. There was a fairly significant increase in the number of people visiting the library in January 2020 when compared to January 2019.
 - b. Berks County Commissioner Michael Rivera visited the library on January 15.
 - c. The Winter Bazaar was very successful, resulting in \$2,000 in profit for the library.
 - d. Lisa received a Certificate of Merit for her writing at the BCPL Awards.
 - e. Susan attended the Amazing Raise kick-off meeting with Chuck and Andrea.
 - f. A CPR training session was held earlier this month, which staff attended.
 - g. Susan distributed the library's annual report. The Board discussed the data and information contained in the library's annual report.
6. Report of Treasurer
 - a. Cindy discussed the financial reports for January 2020 that she distributed by email earlier.
 - b. The Board then discussed the 2020 budget. Pat motioned to approve the 2020 budget. Justin seconded. All in favor. Motion passed.
7. Committee Reports
 - a. Facilities (Pat)
 - i. Zuber reported that there is a leak in Dr. Carr's unit. Zuber will contact a roofer to investigate.
 - ii. Douglas and Pat's husband will be addressing the issue with invasive ivy at 31 East Philadelphia Avenue.
 - iii. Dave put together a list of maintenance items for the library building, which the committee will discuss.

- iv. As discussed at the Board retreat, the Board is exploring whether to continue to own the rental properties or to divest them. Pat made a motion to authorize the Facilities Committee to analyze the pros and cons of retaining the rental properties, with a timeline of reporting to the Board by the June 2020 Board meeting. Justin seconded the motion. All in favor. Motion passed.
 - v. Pat made a motion to increase the budget for performing clean-up work at the commercial property at 31 East Philadelphia Avenue, which was previously discussed at the January Board meeting, not to exceed \$3,500. Andrea seconded. All in favor. Motion passed.
 - b. Fundraising Committee (Andrea)
 - i. The wine tasting event will be held on March 14, 2020. Trustees were asked to donate a bottle of wine and to sign up to volunteer during the event.
 - ii. The Board discussed the Amazing Raise and the appropriate timing of the Annual Fund drive.
 - c. Executive Committee (Chuck)
 - i. The committee will be meeting in the near future to discuss employee healthcare issues.
 - d. Governance Committee (Chuck)
 - i. The Board retreat was held on February 22.
 - ii. The Board discussed committee assignments.
- 8. Old Business
 - a. Lori identified a potential conflict of interest on her conflict of interest form pursuant to the Conflict of Interest Policy, as she is an employee of the bank holding the library's accounts. The Board discussed the issue and determined that Lori will not participate in any discussions surrounding decisions involving her employer, nor will she vote on such issues.
- 9. New Business
 - a. The Board discussed the posting of a new part-time clerk position and reviewed a job description. Jalma motioned to approve the posting and hiring for this position. Justin seconded. All in favor. Motion approved.
- 10. Meeting was adjourned at 9:14 PM.

The next meeting of the Boyertown Community Library Board of Trustees will be held on March 25, 2020 at the Boyertown Community Library, commencing at 7 pm.

Action Items

None.