

Boyertown Community Library  
Board of Trustees Meeting  
February 23, 2021

Meeting was called to order at 7:01 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

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

Trustees absent: None

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the January Annual and Regular Meetings
  - a. Tina motioned to approve the minutes of the January annual meeting. Cindy seconded. All in favor. Motion passed.
  - b. Pat motioned to approve the minutes of the January regular meeting. Tina seconded. All in favor. Motion passed.
4. Report of Treasurer
  - a. The Board discussed the financials that Cindy distributed prior to the meeting. Cindy transferred some money out of the checking account into the savings account, per the discussion at the January meeting.
  - b. Cindy is continuing to work on the application for the PPP loan.
  - c. Andrea motioned to approve the January financials. Justin seconded. All in favor. Motion passed.
5. Report of Director
  - a. Susan spoke at a meeting of the Boyertown Junior Womens League.
  - b. The blood drive went well this past month.
  - c. The library was closed on several dates in February due to snow.
  - d. The WiFi project to boost the WiFi signal to the parking lot was completed on February 11.
  - e. The library must complete a decennial report for the Commonwealth to confirm that it continues to operate as part of its registration as a nonprofit corporation.
6. Committee Reports
  - a. Facilities (Pat)
    - i. The gutters on the library need to be replaced. The committee has obtained three bids on it. The bidder that was selected was Catalfano Brothers, as their proposal was the most reasonable for the scope of the project, they have experience in this area, and their references were positive. Andrea made a motion to authorize the library to enter into this contract in the amount of \$9,950 to replace all gutters and downspouts on the building, with up to an additional \$500 allocated to replace any rotted fascia. Tina seconded. All in favor. Motion approved. The project likely will take place in the spring.

- ii. Susan has asked if we can get a dumpster to clean out old items in the basement of the library. Pat has arranged for a dumpster on April 2.
  - b. Fundraising Committee (Andrea)
    - i. Andrea will be assembling the Easter fundraiser (similar to the Santa Claus fundraiser). We also will be providing Easter kits to the Boyertown Multiservice, which will include children's books donated by Road Runner Publishing company.
    - ii. Andrea asked the Board if it would be interested in supporting Studio B, a Boyertown nonprofit art organization, which has assisted and partnered with the library in the past with its fundraising. Tina made a motion to approve a donation of \$50 to Studio B to sponsor an Honorable Mention award for its upcoming art exhibit. Justin seconded. All in favor. Motion passed.
    - iii. Andrea is working on a basket raffle fundraiser.
  - c. Executive (Chuck)
    - i. The committee met on Monday, February 22, to discuss strategic planning issues. We have some materials on this already, which will be collected and then the Planning committee can pick up the project.
  - d. Governance (Chuck)
    - i. We are going to put together a calendar or guidance document that outlines the key annual projects and when they should occur each year.
- 7. President's Report (Chuck)
  - a. Chuck discussed guidelines that the library system has for system libraries and some concerns about some of the requirements expressed by other libraries.
  - b. In January, Chuck notified the municipalities that there is an opening on the Board. Chuck has not received any inquiries yet on the position.
- 8. Old Business
  - a. Tina reported a potential conflict of interest on her annual conflict of interest disclosure form, as she currently rents office space from the library through her business. The Board agreed that this did not pose a conflict to the extent that Tina abstains from any decisions or votes pertaining to her tenancy. Pat made a motion to waive the potential conflict provided that Tina abstains from such decisions or votes. Cindy seconded. All in favor (Tina abstained from the vote). Motion passed.
- 9. New Business
  - a. The Boyertown Junior Womens Club's raffle on March 19 and 20 will benefit the library. Pat reminded everyone to sell tickets and promote the event.
- 10. Meeting was adjourned at 8:03 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on March 23, 2021, via Zoom, commencing at 7 PM.

Action Items

None.