

Boyertown Community Library  
Board of Trustees Meeting  
January 26, 2021

Meeting was called to order at 7:17 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 December Regular Meeting
  - a. Cindy motioned to approve the minutes of the December regular meeting. Rob seconded. All in favor. Motion passed.
4. Report of Treasurer
  - a. The Board discussed the financials that Cindy distributed prior to the meeting. Chuck asked whether some of the money in the checking account should be moved to another account. Cindy will look into that further. Cindy noted that the insurance payment might seem high, but it is based on how the insurance company bills the library that caused an extra payment to occur in 2020.
  - b. An escrow account has been opened for one of the tenants.
  - c. Tina motioned to approve the December financials. Andrea seconded. All in favor. Motion passed.
5. Report of Director
  - a. Passports are increasing slightly, but continue to be generally lower than pre-pandemic numbers.
  - b. Various activities continue at the library, including teen book drop, Scrabble club, etc.
  - c. Susan was invited to speak at three high school English classes about the library.
  - d. Susan has been working on the PA Forward Stars program, and the library received a silver star in five literacies. PA Forward is an initiative through the PA library system to encourage libraries to meet the needs of the community. Susan's goal is to achieve gold star status by the end of 2021.
  - e. The blood drive went well in January.
  - f. Glocker & Co. invited Susan to speak at a program to talk about the library.
  - g. The Board discussed the job description for the development position.
  - h. The Board discussed whether to apply for a PPP loan, and determined that it would be in the library's interest to do so. Pat motioned to apply for the loan. Tina seconded. All in favor, motion approved. Cindy will move forward with the application.
6. Committee Reports
  - a. Facilities (Pat)
    - i. Pat referred the Board to her written report distributed in advance of the meeting.

- ii. A new compressor will be purchased.
    - iii. Light bulbs will be replaced throughout the library to upgrade to LED bulbs.
    - iv. The Board discussed the continuation of Zuber as the property management company and various issues associated with the relationship.
    - v. The gutters on the library need to be replaced. The committee has obtained a few bids on it. Unfortunately, it likely will require closure of the building for a significant period, potentially up to a full day.
  - b. Fundraising Committee (Andrea)
    - i. Andrea expects to receive an additional check from the Amazing Raise in the next couple weeks.
    - ii. Andrea will be doing an Easter fundraiser that is similar to the Santa Claus fundraiser. The Friends have agreed to assist with purchase of the supplies for that fundraiser. Andrea also secured a commitment from Road Runner Publishing Company to provide 100 children's books.
  - c. Executive (Chuck)
    - i. No report.
  - d. Governance (Chuck)
    - i. The Board discussed developing a regular schedule for contact with the municipalities.
    - ii. The Board discussed ideas for recruiting new Board members and reviewed the sample application form that Chuck circulated prior to the meeting.
7. President's Report (Chuck)
- a. Chuck asked Trustees to complete the assessment he circulated prior to the meeting.
  - b. Chuck solicited volunteers to attend the system board meetings.
  - c. The Board discussed the possibility of expanding the library's service area.
  - d. The Friends had another successful book sale this month.
  - e. Chuck reported on his continued discussions with Glocker and Zuber regarding the potential value of the rental properties. We have not yet consulted a third realtor. The Board discussed the pros and cons of selling versus keeping the buildings.
8. Old Business
- a. Susan continues to work with Miller-Keystone Blood Center to use the basement area of the library for regular blood collection.
9. New Business
- a. The Boyertown Junior Womans Club's raffle on March 19 and 20 will benefit the library.
10. Meeting was adjourned at 9:00 PM.

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

Action Items

Complete the Board assessment form.