

Boyertown Community Library
Board of Trustees Meeting
January 25, 2022

Meeting was called to order at 7:08 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

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

Trustees absent: None

Guests: Amanda Burkhard-Sell

1. Call to Order
2. Roll Call
3. Approval of Minutes of the December Meeting
 - a. Justin motioned to approve the minutes of the December meeting. Kathy seconded. All in favor. Motion passed.
4. Report from the Friends
 - a. Amy Burkhard-Sell from the Friends of the Library reported that the Friends collected approximately \$8000 in 2021 from books sales and \$1000 from donations
 - b. In 2021 the Friends gave the library approximately \$5000 to support several projects including purchasing new return bins and tables.
 - c. Monthly book sales will continue, and the Friends would be happy to have additional volunteers to help them.
5. Report of Director
 - a. The people count is expected to return to normal (pre-pandemic) levels this year.
 - b. Susan has been busy with strategic planning and Winter Bazaar planning.
 - c. The annual BCPL awards will be virtual this year. BCL won the outstanding program award for Story Walk.
 - d. The blood drive continues to do well.
 - e. Story time will continue to be virtual.
 - f. Susan is preparing to begin the annual report to turn in to the state - discussed URR checklist.
 - g. Formal acceptance of Susan's resignation as Director.
6. Report of Treasurer
 - a. Cindy discussed the financials distributed prior to the meeting, noting that the money in the accounts continues to look good. Also, a new line item has been created (Insurance claim receivable) for the insurance claim due to the gutter damage.
 - b. Cindy also noted that Dr. Carr's rent has been caught up.
 - c. Andrea motioned to approve the November financials. Tina seconded. All in favor. Motion passed.
7. Committee Reports
 - a. Executive (Chuck)
 - i. The committee met to discuss Susan's resignation. They authorized a search for the new Director.
 - b. Facilities (Pat)

- i. Pat reported that TJ is working out well. His probation period is now over. He will be renovating the passport office himself, so outside bids will not be necessary.
 - ii. The library is ending it's maintenance agreement with Zuber. TJ will be taking over, including collecting the rent checks.
 - iii. R.T. Brown & Co. will be starting construction upstairs after the Winter Bazaar.
 - c. Finance (Cindy)
 - i. No report
 - d. Fundraising (Andrea)
 - i. Andrea referred the Trustees to her written report. The Winter Bazaar is still scheduled for March 5th.
 - e. Governance (Kelly)
 - i. No report.
 - f. Planning (Tina)
 - i. The planning workshop is still planned for February 5th from 9am to 12pm. Tina will be sending a packet of info to everyone to prepare for the retreat.
 - ii. Virtual options for the workshop and COVID-19 safety precautions were also discussed
- 8. President's Report
 - a. Chuck discussed the board assessments that were distributed prior to the meeting. The assessments will be referred to the Governance committee for action.
 - b. There was a discussion about forming a committee for the search and interviews for the new Director. Anyone interested in joining the committee should notify Chuck. Director applications are currently being accepted until February 13th
 - c. There will be no change in committee assignments at this time.
- 9. Old Business
 - a. The continued discussion of changing future meetings from virtual to in-person will be addressed at the Planning Workshop in February.
- 10. New Business
 - a. None.
- 11. Good of the Order
- 12. Tina motioned to adjourn the meeting. Pat seconded. All in favor. Meeting was adjourned at 7:54 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on February 22, 2022, via Zoom, commencing at 7 PM.

Action Items

None.