

Boyertown Community Library  
Board of Trustees Meeting  
June 12, 2019

Meeting was called to order at 7:00pm.

In attendance: Lindsey Mason, Michael Murphy, Tina Brown, Cindy Mellor, Andrea Kershaw, Kelly Kindig, Pat Nunan, Chuck Wohl, Director Susan Lopez

Guests: None

1. Call to Order
2. Roll Call
3. Approval of May Minutes
  - a. Correction to Treasurer Report, section A, to clarify that the financial reports will be six weeks in arrears.
  - b. Chuck motioned to approve the May 2019 minutes with the above correction. Andrea seconded. All in favor. Motion passed.
4. Report of Director
  - a. The cleaning person will no longer be providing services to the Library. Susan called one cleaning service, which provided a quote of approximately \$800 to \$1,100 per month. Susan proposed having staff assume cleaning duties for the next six months or so to see whether it is feasible to avoid having to spend money on cleaning services. Susan proposed that the cost savings be used to fund staff wage increases, and that the Board consider hiring an employee dedicated to cleaning on a part-time basis. The Board discussed the pros and cons of the options. Tina motioned to have staff assume cleaning duties through December, which the Board will revisit in September, and the Finance Committee will discuss the financial aspect of these proposals and report at the July meeting. Andrea seconded; all in favor; motion passed.
  - b. The fund drive letter has been finalized in terms of content and will be printed and mailed to approximately 7,500 recipients.
  - c. Susan will be on vacation from June 15 through June 22.
  - d. The Library participated in the Philadelphia Street Fair. Also, the Wine Walk held in May was successful.
  - e. The Steam Exploration Station event was very successful, with about 75 participants.
5. Report of Treasurer
  - a. The Board discussed the financial reports distributed by Cindy via email.
6. Committee Reports
  - a. Assigning board members to committees tabled until next meeting due to Lori's absence.
  - b. Amazing Raise (Lindsey)
    - i. An Amazing Raise committee has been formed.
    - ii. September 14: Pottstown Hospital is hosting an event for all organizations participating in the Amazing Raise. Volunteers will be needed for the event.

- c. Facilities (Mike and Pat)
    - i. Mike, Susan, and Pat met with a representative from Kriebel Security to discuss security options. The Facilities committee will continue to evaluate security needs.
    - ii. Apartments are inspected every three years, which will be done in the near future.
    - iii. The sidewalk in front of the old building has been repaired by Randy A. Gilbert contracting.
    - iv. The committee worked on developing a maintenance job description and maintenance policy to delineate procedures and protocols for routine maintenance.
  - d. Fundraising Committee (Lindsey)
    - i. The committee will be meeting in a few weeks, and Lindsey will provide a report at the July meeting.
  - e. Policies
    - i. Meeting Room Policy: The Board discussed the Meeting Room Policy and suggested changes. Tina motioned to approve the policy with the changes discussed. Andrea seconded, all in favor; motion passed.
    - ii. Discussion regarding the Computer Use Policy, Collection Development Policy, Program Policy, Harassment Policy and Bylaws was tabled until the next meeting – all Board members are to send their comments to Lindsey for compiling.
7. Unfinished Business
- a. The Board discussed what to do with the money from the sale of the property based on the Finance committee's recommendation, which was to allocate the funds [\$244,000 in total] as follows:
    - 1. Loan payment (principal, assuming no pre-payment penalty): \$182,500
    - 2. Building Fund: \$50,000
    - 3. Savings: \$11,500Tina motioned to accept the Finance committee's recommendation. Mike seconded, all in favor; motion passed.
8. New Business
- a. Lindsey discussed the Saturday workshop.
  - b. Discussion of the rental/bank accounts was tabled in light of Lori's absence.
9. Good of the Order
- a. Mike and Kelly went to the last Earl Township meeting and are working on getting a meeting with the Earl supervisors.
10. Meeting was adjourned at 9:00 pm.

The next meeting of the Boyertown Community Library Board of Trustees will be held on July 24, 2019 at the Boyertown Community Library, commencing at 5:30 pm.

#### Action Items

Review policies prior to July Board meeting and send to Lindsey