

Boyertown Community Library  
Board of Trustees Meeting  
June 23, 2020

Meeting was called to order at 7:16 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic and in accordance with the Governor's Executive Orders.

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

Trustees absent: Lori Carnes

Guests: Amanda Burkard-Sell, President of the Friends of the Library

1. Call to Order
2. Roll Call
3. Amanda Burkard-Sell, President of the Friends of the Library, discussed the Friends' recent activities, including upcoming book sales and other events. There will be a book sale in July with social distancing protocols in place.
4. Approval of Minutes of the May Regular Meeting
  - a. Cindy motioned to approve the minutes of the May meeting. Rob seconded. All in favor. Motion passed.
5. Approval of Minutes of June 15 Special Meeting
  - a. Pat motioned to approve the minutes of the June 15 special meeting. Rob seconded. All in favor. Motion passed.
6. Report of Treasurer
  - a. The Board discussed the financials that Cindy distributed prior to the meeting.
  - b. Jalma asked Cindy to explain the reference to cooperative spending in the financial information. Essentially it is money from the state aid used to purchase materials.
  - c. Because expenses related to employees and the building remain low due to the pandemic, there was a slight surplus for the month.
  - d. Jalma motioned to approve the May financials. Justin seconded. All in favor. Motion passed.
7. Report of Director
  - a. The virtual summer reading program kicked off earlier this month. Nearly 150 patrons already are signed up for it.
  - b. Susan will be taking some vacation time in July and August.
  - c. The Annual Fund drive continues to generate donations, and the total is \$6,900 to date.
  - d. The shield for the passport office has been installed.
  - e. Susan discussed some personnel changes and recruiting for open positions.
  - f. No news to report about various grants for which the library applied.
  - g. Susan discussed the tentative reopening plan she distributed earlier today and asked for the Board to provide input.
  - h. There was a recent fire alarm to which the fire department responded. There was no fire.
  - i. The Board discussed the timeline for reopening and agreed that the earliest possible reopening date is July 20, provided that Susan believes that the library is ready and

appropriate employee PPE and other supplies have been obtained. Andrea made a motion to authorize that reopening on that timeline with those conditions. Pat seconded. All in favor. Motion passed.

8. Committee Reports
  - a. Facilities (Pat)
    - i. There was an issue with Dr. Carr's air conditioner, which the committee will address.
    - ii. Kriebel will be doing its annual inspection of the building security system. Kriebel will notify tenants.
  - b. Fundraising Committee (Andrea)
    - i. No report
  - c. Executive Committee (Chuck)
    - i. The Executive Committee approved the COVID-19 policy, which was developed by Susan and the Governance Committee, via email. Copies of the email were distributed by email to the Board.
    - ii. The Board discussed whether a July meeting was necessary, and agreed that there was no need for one. The August meeting will be held on August 25, as previously scheduled.
9. Old Business
  - a. None.
10. New Business
  - a. None.
11. Meeting was adjourned at 7:56 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on August 25, 2020 at the Boyertown Community Library (if the Governor's order has been lifted and the library has reopened), commencing at 7 PM.

#### Action Items

None.