

Boyertown Community Library
Board of Trustees Meeting
June 22, 2021

Meeting was called to order at 7:29 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: Amy Fulton, Amanda Burkard-Sell, and Sara Bates

1. In-service presentation related to the Library's Mission, Vision, and Values: Chuck and Amy discussed the goals with respect to developing our mission, vision, and values statements. These statements will help to guide our strategic plan and create a clear message for us to communicate externally. Amy reviewed examples used by other organizations, and presented a potential draft for the mission, vision, and values statement. There was some discussion of the draft. Amy asked the Board to continue thinking about the draft. The Planning committee will take on responsibility for finalizing the draft.
2. Call to Order
3. Roll Call
4. Approval of Minutes of the May Meeting
 - a. Andrea motioned to approve the minutes of the May meeting. Justin seconded. All in favor. Motion passed.
5. Report of Treasurer
 - a. Cindy discussed the financials distributed prior to the meeting. She noted that passports continue to increase.
 - b. Pat motioned to approve the May financials. Tina seconded. All in favor. Motion passed.
6. Report from the Friends
 - a. Amanda Burkard-Sell from the Friends of the Library reported that the book sales are continuing, and are averaging about \$500 per month. The Friends are able to help with any projects that might be needed.
7. Report of Director
 - a. Susan discussed the circulation and passport numbers for May. Susan echoed Cindy's report about the increase in passport numbers, noting that the numbers actually have exceeded pre-pandemic levels. People counts, however, have not quite recovered to pre-pandemic levels, likely due to the fact that we are not holding any in-person children's programs.
 - b. Summer reading has been very busy, and we are seeing an increase in use of the Beanstack app.
 - c. The Library was represented at the annual street fair.
 - d. The Board discussed whether masks should continue to be required in the Library for patrons and staff. The Library will continue to follow guidance from the CDC, OSHA, and the Commonwealth on this issue.
 - e. Susan hired an employee for the circulation position.

- f. Susan provided an update on her research of a solution for the copier that has become obsolete. She elected to utilize a service that provides copiers to organizations like libraries, and the library and the service share in the proceeds of the copies. The organization already provides services to a number of libraries throughout Montgomery County.
 - g. Amy reported that she and Susan are working on a potential grant application. She also continues to research a new CRM database system.
8. Committee Reports
- a. Executive (Chuck)
 - i. The committee has not met in the last month but will meet in the near future.
 - b. Facilities (Pat)
 - i. Pat distributed a revised draft job description for the new building maintenance position. Rob made a motion to approve the job description. Justin seconded. All in favor. Motion passed. The committee hopes to have the position filled by the fall.
 - ii. There are a few maintenance projects that need to be done, such as repairing the damaged mortar.
 - c. Fundraising (Andrea)
 - i. Andrea will be attending a meeting for the Amazing Raise next week.
 - d. Governance (Kelly)
 - i. The Board then entered an executive session to discuss the Governance committee report. All guests were excused; Susan remained. During the executive session, Pat motioned to nominate Sara Bates and Kathy Kolb to join the Board as Trustees. Andrea seconded. All in favor. Motion passed.
 - e. Planning – no report this month
 - f. President (Chuck)
 - i. There will be no meeting in July.
 - ii. Chuck discussed an article in the Reading Eagle related to the system’s requirements that member libraries will be required to meet.
9. Old Business
- a. None.
10. New Business
- a. None.
11. Good of the Order
- a. The Board discussed the possibility of having a yard sale fundraiser similar to the Winter Bazaar held before the pandemic began.
12. Meeting was adjourned at 7:57 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on August 24, 2021, via Zoom, commencing at 7 PM. No meeting will be held in July.

Action Items

None.