

Boyertown Community Library
Board of Trustees Meeting
June 28, 2022

Meeting was called to order at 7:05 PM. The meeting was held at the Boyertown Community Library.

In attendance: Chuck Wohl, Cindy Mellor, Rob Kistler, Kathy Kolb, Virtual: Kelly Kindig, Andrea Kershaw, Tina Brown, Justin Hall, Sara Bates

Trustees absent: Pat Nunan

Guests: Amanda Burkhard-Sell

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the May Board of Trustees meeting
 - a. Cindy motioned to approve the minutes of the May meeting. Kathy seconded. All in favor. Motion approved.
5. Report of the Director
 - a. In Nikki's absence, the report was missing. Chuck will locate and distribute the June report.
 - b. Youth Services Report: Chuck referred us to the report Denise distributed previously via email.
6. Report of The Friends
 - a. The Friends funded the purchase of the bubblegum prize machine.
 - b. At their July meeting they plan to discuss supporting the Story Walk.
 - c. The Friends are happy to help with funding of other projects.
 - d. They will be contributing one of the grand prizes for the basket raffle event in the fall.
7. Report of Treasurer
 - a. Cindy discussed the financial report that was distributed prior to the meeting. The bank accounts and the bottom line are healthy due to grants and passports.
 - b. The audit is currently underway.
 - c. Tina motioned to approve the May financials. Justin seconded. All in favor. Motion approved.
8. Committee Reports
 - a. Executive (Chuck)
 - i. No report.
 - b. Facilities (Justin)
 - i. In Pat's absence, Justin referred us to her report delivered via email prior to the meeting.
 1. Rick Boehmer has been hired. He's already had to field two maintenance calls.
 2. The hand rail at 31 E. Philadelphia Ave needs to be removed, fixed and replaced. A new hand rail at Dr. Carr's office, 29 E. Philadelphia Ave, will be installed at the same time. Andrea motioned to approve the \$2,450

estimate for the hand rail project. Justin seconded. All in favor. Motion passed.

3. The gutter and three windows at 29 E. Philadelphia Ave need to be replaced due to ongoing leaks. Tina motioned to approve \$5,500 for the quote submitted by Catalfano Brothers for the project. Andrea seconded. All in favor. Motion approved.
4. Rick will paint the garage behind 31 E. Philadelphia Ave and install a new exterior door.
5. Bitcreative continues to work on the HVAC system.
6. Pat is currently getting quotes to install a new sink, plumbing and electric in the kitchen to be used for new upcoming programs. She already received quotes to replace the countertop. Justin motioned to approve the \$1,650 quote from Creative Cabinetry to fund this project. Cindy seconded. All in favor. Motion passed.
7. R.T. Brown has renewed their lease and will move forward with construction of a new wall. The library will contribute part of the cost.
8. Updated plans for remodeling/re-organizing the library were included in the report.

c. Finance (Cindy)

- i. No report.

d. Fundraising (Andrea)

- i. Andrea referred us to her report distributed previously via email.
 1. A new printer was purchased and installed in the Fundraising office. Sara stated that this will make them more efficient and self-sufficient.
 2. Gilbertsville Living magazine is interested in doing an interview with someone on the Board. No one seems to be comfortable with participating. Sara will contact them about writing an article instead in lieu of an interview.

e. Governance (Kelly)

- i. Kelly referred us to the revised Collection Development Policy distributed via email prior to the meeting. There was a discussion about the new book challenge process included in the policy. Andrea motioned to approve the policy. Justin seconded. All in favor. Motion passed.

f. Planning (Tina)

- i. Tina stated that the financial analysis of keeping versus selling the old building is almost ready and will be presented at the next (August) meeting.
- ii. Chuck discussed the possibility of better signage on the Library building.

9. President's Report (Chuck)

- a. Chuck gave an update on the ongoing search for a new Director. There have been several responses. One applicant was unqualified; the others all have an MLS but no relevant experience. Chuck reached out to Lisa Rand and Denise (Youth Services), Lisa did not respond and Denise expressed some interest. Becky Wanamaker volunteered to sit in on interviews and provided library specific questions. The application deadline is June 30th, but it may need to be extended. Kathy volunteered to be on the interview committee

again along with Chuck, more volunteers are needed and anyone interested should contact Chuck.

10. Old Business

- a. Kathy contacted an HR consultant. She charges \$150 per hour and works mostly via email. She reviews policies and procedures, and makes recommendations on any issues we may have. Kelly suggested we wait on moving forward with this until we find a new Director, everyone agreed.

11. New Business

- a. Douglas approached Cindy to tell her that he wanted the Board to know Sami Jo is doing a great job filling in for Nikki. Her pay increase will be re-imposed until a new Director is hired.

12. Good of the Order

- 13. Tina motioned to adjourn the meeting. Cindy seconded. All in favor. Meeting was adjourned at 8:02 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on August 23, 2022, at the Library, commencing at 7 PM.

Action Items

None.