

Boyertown Community Library  
Board of Trustees Meeting  
March 24, 2020

Meeting was called to order at 7:02 PM. The meeting was held via conference call due to the ongoing COVID-19 pandemic and in accordance with the Governor's Executive Order.

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

Trustees absent: None

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of January Annual and Regular Meetings
  - a. Cindy motioned to approve the minutes of the February Meeting. Pat seconded. All in favor. Motion passed.
4. Report of Treasurer
  - a. Cindy discussed the financial reports for February 2020 that she distributed by email earlier. Pat asked about an expense associated with the building, and Cindy explained that it was for an oil delivery.
5. Report of Director
  - a. Susan referred the Board to her written report. She highlighted a significant donation from the Odd Fellows of \$5,000 to purchase an early childhood literacy station in the children's area of the library.
6. Committee Reports
  - a. Facilities (Pat)
    - i. Pat explained that the air conditioning system requires two canisters of R22, at a cost of \$1,100. Andrea motion to approve the purchase. Kelly seconded. All in favor. Motion passed.
    - ii. Pat referred the Board to her written report.
  - b. Fundraising Committee (Andrea)
    - i. The wine tasting event scheduled for earlier this month was cancelled (hopefully to be rescheduled), due to the COVID-19 pandemic.
    - ii. Susan discussed the virtual Amazing Raise meeting that she attended. The organizers of the Amazing Raise are hopeful that the event can be held despite the current national emergency.
  - c. Executive Committee (Chuck)
    - i. Susan and Chuck are working on a revised letter for the Annual Fund, in light of the COVID-19 pandemic. The Annual Fund mailing should be sent out in the coming weeks.
    - ii. The library was ordered to close in light of the Governor's order for non-essential businesses to close and the order from the state library director for all libraries to close. The committee met on Sunday, March 22, 2020, to discuss interim measures related to the closure. The committee agreed that, to provide

certainty and continuity for employees, the library will continue to pay all employees their regular wages through March 28, 2020. All Trustees concurred with this decision.

- iii. The Board then discussed what to do about employee salary and benefits after March 28, 2020.
    1. The Board collectively agreed that it was critical to balance the interests of the employees with the interests of the organization.
    2. Jalma asked for more information about the monthly income versus monthly expenses in order to better understand whether the library can continue to pay employees.
    3. The Board discussed options for continuing to have staff work to provide value to the library, utilizing reduced salary or hours, and utilizing unemployment compensation benefits. The Board also discussed the effect on employee benefits.
    4. After discussion, the Board decided to reconvene via conference call on Friday at 7 PM, following receipt of additional financial information from Cindy.
  - iv. Chuck discussed the Zuber contract. Given the COVID-19 pandemic and the uncertainty of the future, extending the contract for a short period pending the Board's decision with respect to disposition of the property. Cindy motioned to approve the leasing agency agreement with Zuber for a four-month period ending July 31, 2020. None were opposed, so the motion passed.
7. Old Business
    - a. None.
  8. New Business
    - a. None.
  9. Meeting was adjourned at 8:30 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on April 28, 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

Review financial information to be provided by Cindy to prepare for Friday's meeting.