

Boyertown Community Library  
Board of Trustees Meeting  
March 23, 2021

Meeting was called to order at 7:03 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: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the February Regular Meeting
  - a. Pat motioned to approve the minutes of the February regular meeting, subject to modifying section 6(b)(i) to clarify that the children's books donated by Road Runner Publishing company were included in the Easter kits that we provided to the Boyertown Multiservice. Justin seconded. All in favor. Motion passed.
4. Report of Treasurer
  - a. We received a PPP loan in the amount of \$41,000.
  - b. The Board discussed the financials that Cindy distributed prior to the meeting.
  - c. Tina motioned to approve the February financials. Pat seconded. All in favor. Motion passed.
5. Report of Director
  - a. Library was invited to participate in the Boyertown community vaccination project, which was started by Good Shepherd Church to ensure that seniors can get COVID-19 vaccinations. We are helping seniors register online for their vaccinations. We have helped 8 seniors so far, and others are scheduled to receive assistance.
  - b. Susan selected a candidate for the new development coordinator position, Amy Fulton, and she accepted and will start next week. Amy has a Bachelors from Shippensburg University and a Masters in Public Policy. She has worked in marketing and administration. She has published a book that is available on Amazon.
  - c. Susan is planning for summer reading. We will focus on "take and make" kits. Susan is applying for a grant to assist in this program.
  - d. The Library will be hosting the mobile job lab in conjunction with the County and PA Career Link.
  - e. Stephanie from the System will attend our April meeting.
6. Committee Reports
  - a. Facilities (Pat)
    - i. The basket raffle was a very successful event and was a good way for us to get a sense of how we can use our space for future events.
    - ii. Pat asked for volunteers to help clean out old items in the basement of the library on April 2.

- b. Finance (Cindy)
    - i. Susan has requested that the credit limit on the credit card be raised. It currently is \$3,500, and the committee discussed raising it to \$5,000. The reason for the request is that the timing of the payments versus what might be happening during the month has caused some issues where Susan has had to use her personal credit card to pay for expenses. Pat made a motion to approve the increase in the credit limit to \$5,000. Rob seconded. All in favor. Motion passed.
  - c. Fundraising (Andrea)
    - i. We sold close to 40 Easter bags – there are only a few left. If all are sold, \$600 will be generated.
    - ii. Andrea continues to work on a basket raffle fundraiser for October. All of the elementary schools are joining together to donate a grand prize basket. Morning Star Church also is doing a grand prize basket. Andrea has about 76 baskets so far.
  - d. Planning (Kelly)
    - i. The committee met to discuss the process for beginning to develop a strategic plan. The committee gathered some information on strategic planning processes and will be reviewing it and meeting again.
7. President's Report (Chuck)
- a. The Friends reported about \$500 in sales at the recent book sale.
8. Old Business
- a. None.
9. New Business
- a. The Board discussed the possibility of engaging a cleaning service. Staff have been performing this task for about a year or so, but it appears to no longer make sense for them to do so. Pat will discuss this further with Susan and they will research some options.
10. Good of the Order
- a. Kelly attended the Earl Township supervisors meeting last Monday, and she shared information related to events at the library with the supervisors and residents in attendance, and thanked the supervisors for their continued support of the library.
11. Meeting was adjourned at 8:05 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on April 27, 2021, via Zoom, commencing at 7 PM.

Action Items

None.