

Boyertown Community Library
Board of Trustees Meeting
May 8, 2019

Meeting was called to order at 7:00pm.

In attendance: Michael Murphy, Tina Brown, Cindy Mellor, Andrea Kershaw, Kelly Kindig, Pat Nunan, Chuck Wohl, Director Susan Lopez

Guests: Holly Parker from Tri-County Community Network (TCN)

1. Call to Order
2. Roll Call
3. Guest Presentation: Ms. Parker from TCN discussed the services that TCN offers for nonprofits in the community, including hosting webinars, project management, and collaboration services for programs that nonprofits want to execute. Ms. Parker also discussed its “Amazing Raise” program, through which it assists nonprofits in fundraising by providing a proportional match and educating nonprofits on tips and best practices for fundraising. More information can be found on TCN’s website (amazingraisetricounty.org).
4. Approval of April Minutes
 - a. Cindy motioned to approve the April 2019 minutes. Pat seconded. All in favor. Motion passed.
5. Report of Director
 - a. Susan officially achieved her Master’s degree! Congratulations to Susan!
 - b. Susan distributed the Berks County Public Libraries 2018 Annual Report.
 - c. We need to finalize the fund drive letter.
 - d. A “groundskeeper” is needed to maintain the property at the old building. Susan suggested that an employee could fulfill that function and asked the Board for its approval. Mike made a motion to so approve; Tina seconded; all in favor; motion passed.
 - e. The Library is a stop on the May 24th Wine Walk. Susan asked that Board members contribute a bottle of wine.
 - f. The Board expressed interest in having a “work day” during the Library in-service day on Columbus Day in October.
 - g. The Board will consider establishing an “Amazing Raise” committee to plan for fundraising events in connection with the Library’s participation in that program.
6. Report of Treasurer
 - a. The Board discussed whether financial information can be provided in advance of the meeting so they can be reviewed before the meeting. The Board decided that we will try to send the financial statements early, understanding that it will not be a full picture of the Library’s financial statements.
 - b. Cindy asked the Board to approve the engagement of Long & Barrell to conduct the annual audit and tax forms on the terms set forth in the engagement letter (fees not to exceed \$5,000). Chuck made a motion to approve the engagement; Mike seconded; all in favor; motion passed.

7. Committee Reports
 - a. Facilities (Mike and Pat)
 - i. The Board discussed establishing a maintenance policy to delineate procedures and protocols for routine maintenance.
 - ii. The Board discussed the need for a maintenance job description.
 - iii. The Board considered two proposals for repairing the concrete sidewalk in front of the old building. Mike made a motion to have Randy A. Gilbert Contracting perform the work; Tina seconded; all in favor; motion passed.
 - iv. Quotes will be obtained for flooring in the staff workroom.
 - b. Fundraising Committee (Lindsey)
 - i. Lindsey was unable to make it to the meeting, so no report was provided.
 - c. Policies
 - i. Discussion regarding the Meeting Room Policy, Computer Use Policy, Collection Development Policy, and Program Policy tabled until next meeting. The Board also will review the Harassment Policy and Bylaws at the next meeting.
8. Unfinished Business
 - a. The Board discussed what to do with the money from the sale of the property. The Finance Committee will review the financial statements and formulate a proposal for options to present to the Board for consideration at the June Board meeting.
 - b. Patio lights: The Board discussed whether the patio lights should be left on or whether a motion sensor light should be installed. The lights will stay on overnight, and the Maintenance Committee will discuss the issue further.
 - c. Upstairs (24 N Reading Ave) Rental with R.T. Brown and Co. – Minor repairs are needed to the space. The Board authorized the minor repairs to be made.
9. New Business
 - a. Susan will ask a representative of Kriebel Security to meet with the Maintenance Committee to discuss its proposal.
10. Good of the Order
11. Meeting was adjourned at 9:01 pm.

The next meeting of the Boyertown Community Library Board of Trustees will be held on June 12, 2019 at the Boyertown Community Library.

Action Items

All Board members: Let Susan know what you will do to support the Wine Walk; review policies prior to June Board meeting

Finance Committee: Formulate proposal for money earned in connection with property sale