

Boyertown Community Library
Board of Trustees Meeting
May 26, 2020

Meeting was called to order at 7:03 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic and in accordance with the Governor's Executive Orders.

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

Trustees absent: Lori Carnes and Andrea Kershaw

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the April Meeting
 - a. Justin motioned to approve the minutes of the April meeting. Pat seconded. All in favor. Motion passed.
4. Report of Treasurer
 - a. The Board discussed the financials in light of the pandemic. Employee expenses are down. Rental income continues to provide a source of income for the library. There are some possible options for funding for COVID-related expenses that we will explore.
 - b. Rob motioned to approve the April financials. Jalma seconded. All in favor. Motion passed.
5. Report of Director
 - a. Justin identified a foundation in Berks County that is offering to provide face shields to nonprofits. Susan applied to receive ten face shields.
 - b. Susan also has been ordering necessary supplies like toilet paper, hand sanitizer, etc., to prepare for reopening.
 - c. Susan summarized the reopening plan that she circulated via email before the meeting. The Board discussed various issues related to reopening, including staffing issues. Cindy will investigate the possibility of obtaining a PPP loan. Cindy motioned to approve the reopening plan. Pat seconded. All in favor. Motion passed.
 - d. The response to the Annual Fund drive has been promising.
6. Committee Reports
 - a. Facilities (Pat)
 - i. Pat provided some photos of the rental property to Zuber to post. The space is nearly ready for occupancy.
 - ii. Pat discussed moving the Passport Office upstairs to allow for appropriate social distancing so that the library can begin providing passport service again as soon as possible, as outlined in her written report distributed before the meeting. Pat also discussed the research and planning she has done regarding plexiglass shields to be placed at the circulation desk and other areas to protect staff.
 - b. Fundraising Committee (Andrea)
 - i. No report

- c. Executive Committee (Chuck)
 - i. No report
 - d. Governance Committee (Chuck)
 - i. No report
 - e. President's Report (Chuck)
 - i. No report
7. Old Business
- a. None.
8. New Business
- a. The Board discussed the need for policies related to employee safety when the Library reopens.
9. Meeting was adjourned at 8:24 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on May 26, 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

None.