

Boyertown Community Library
Board of Trustees Meeting
November 24, 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.

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

Trustees absent: None

Guests: Stephanie Williams, District Consultant, Reading Library District

1. Call to Order
2. Roll Call
3. Approval of Minutes of the October Regular Meeting
 - a. Pat motioned to approve the minutes of the October regular meeting. Justin seconded. All in favor. Motion passed.
4. Guest Speaker – Stephanie Williams, District Consultant, Reading Library District
 - a. Stephanie explained her role as District Consultant vis-à-vis the System and libraries within the System, including BCL. Stephanie also talked a little about the setting of the budget applicable to libraries.
5. Report of Treasurer
 - a. The Board discussed highlights of the financials that Cindy distributed prior to the meeting. Financials continue to be steady with no major issues. We have not had to borrow any money. Passports continue to be behind last year's numbers.
 - b. Cindy continues to work on the budget for the next fiscal year.
 - c. An escrow account will need to be created for our new commercial tenant.
 - d. Andrea motioned to approve the October financials. Pat seconded. All in favor. Motion passed.
6. Report of Director
 - a. Circulation numbers this past month continue to be strong.
 - b. Susan reported that the library may be receiving funds pursuant to the CARES Act to assist in reimbursement of the costs related to COVID-19.
 - c. The Boyertown Junior Woman's Club will be donating the proceeds of their spring fundraiser to the library. Susan asked if the proceeds could go towards new book drops outside the library. The basket raffle fundraiser will be held in March. Special thanks to Pat and her daughter for assisting with this effort.
 - d. A blood drive was held in the library this month, and it went smoothly.
7. Committee Reports
 - a. Facilities (Pat)
 - i. Pat discussed the rental budget that she distributed prior to the meeting. The expenses for the next year or so will be about \$37,500.

- b. Fundraising Committee (Andrea)
 - i. Andrea provided an update on the Amazing Raise. We raised a total of \$10,366 in online and non-online donations. Amazing Raise gave us about \$732 as our share of the fundraising pot.
 - ii. We have sold about \$510 related to the Santa bags fundraiser.
 - c. Governance (Lori)
 - i. The committee met to develop the schedule for reviewing policies.
 - ii. A nominating committee will be convened to search for new trustees and prepare a slate of officers for next year.
 - iii. Lori reminded the Board of her plan to leave the Board by the end of 2020. Chuck and the Board thanked Lori for her excellent service to the Board.
 - iv. Lori made a motion to extend an invitation to Tina Brown to rejoin the Board as a trustee. Andrea seconded. All in favor. Motion passed. Chuck will talk to Tina.
 - d. Executive (Chuck)
 - i. Chuck discussed potential restructuring of the Executive Director position, as set forth in Chuck's report distributed prior to the meeting. The restructuring would result in the library needing to hire an administrative employee who can assist with certain functions like fundraising, managing the buildings, and policy drafting. The Board discussed the proposal. We may need to split the administrative position into two different positions given the skillsets are so different.
8. President's Report
- a. It will be up to us to decide whether to close the library or take any other actions that may be necessary for the safety of our staff and patrons in light of the pandemic, absent any orders from the Governor that pertain to businesses generally.
 - b. The Friends reported that the October book sale was very successful and netted almost \$1,000. The Friends donated the proceeds to the Amazing Raise.
9. Old Business
- a. Susan is still working with Miller-Keystone Blood Center to use the basement area of the library for regular blood collection.
10. New Business
- a. Chuck provided information to the realtors to assess the value of the rental properties. We also requested that the realtors provide a marketing plan to accompany their respective valuations.
 - b. The Board discussed whether to continue the property management contract with Zuber. Justin made a motion to approve the contract for the first quarter of 2021 with on a month to month basis after that. Rob seconded. All in favor. Motion passed.
11. Meeting was adjourned at 8:20 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on December 15, 2020, via Zoom, commencing at 7 PM.

Action Items

None.