

Boyertown Community Library  
Board of Trustees Meeting  
October 24, 2023

Meeting was called to order at 7:00 PM. The meeting was held at the Boyertown Community Library.

In attendance: Tina Brown, Kelly Kindig, Rob Kistler, Pat Nunan, Justin Hall, Andrea Kershaw, Sara Bates, Kathy Kolb, Director Denise Pulgino-Stout

Absent: Cindy Mellor

Guests: None

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the September Board of Trustees meeting of September 26, 2023.
  - a. Andrea motioned to approve the minutes of the September Board Meeting. Pat seconded. All in favor. Motion approved.
5. Report of the Director
  - a. Denise submitted a detailed report prior to the meeting. There were no questions or comments.
  - b. Denise's laptop needs a new battery, and the computer itself will need to be replaced soon as well. Tina motioned to approve the purchase of a new laptop via the BCPL System at an amount not to exceed \$1,100.00. Kathy seconded. All in favor. Motion approved.
  - c. The holiday calendar changes were voted on and approved via email.
6. Report of the Treasurer
  - a. In Cindy's absence, Tina presented the financial reports. There were no comments or questions. Justin motioned to approve the September financial reports. Andrea seconded. All in favor. Motion approved.
  - b. There was a discussion about moving funds to an investment account with Jamie Bruton of Bruton Chisnell Advisors, and if the Board had any more questions or needed more time to think about this. Tina reminded everyone that Cindy and the Finance Committee researched financial advisors, the details of which had previously been passed on to the Board, and of Jamie Bruton's presentation at September's board meeting. Tina motioned to give Cindy authority to move money from the savings account to an investment account. Pat seconded. All in favor. Motion approved.
7. Committee Reports
  - a. Executive (Tina)
    - i. No report.
  - b. Facilities (Pat)
    - i. Pat's report was distributed prior to the meeting. There were no questions or discussion.
    - ii. There was a discussion about having Kelly draft a strongly worded letter to motivate BitCreative to finally finish the work they were contracted to perform over two years ago if it hasn't been completed by January.

- iii. There was discussion about the conference room wall that was approved to be built. The wall will need to be moved out 24 inches further to give access to the air handlers above the ceiling where the wall was originally going to be built. The contractor estimated that this will approximately cost an additional \$200.00. Justin motioned to authorize this additional cost. Kathy seconded. Pat abstained. Everyone else in favor. Motion approved. Tina will review the purchasing policy to see if approvals for increases like this need to be voted on in the future.
    - iv. The committee is working on obtaining proposals for repair of the stained glass windows, installation of storm windows, and repair of the porch steps.
  - c. Finance (Cindy)
    - i. No report.
  - d. Fundraising (Andrea)
    - i. Andrea's report was distributed prior to the meeting. There were no questions or comments.
    - ii. Sara stated that the committee is working with Auxilia to find out how to track incoming for tickets, fees, donations, etc..
  - e. Governance (Kelly)
    - i. The list of policies up for review will be presented at the December meeting, as the review was delayed due to the Basket Raffle in October.
  - f. Planning (Tina)
    - i. DAZA Development submitted a proposal to manage a capital campaign. The cost is \$450,000.00 and it encompasses a six year plan. The committee will work on determining how much actually needs to be raised for the desired plans for the library renovations and if this cost will be worth it.
    - ii. DAZA Development will be asked to start submitting monthly or quarterly reports of the work they've been doing for the library starting in December.
- 8. President's Report (Tina)
  - a. Tina sent out her report prior to the meeting.
  - b. Sarah Vasquez has applied, been interviewed and had her references checked for nomination to the Boyertown Community Library Board of Trustees. Tina motioned to nominate Sarah to the Board. Rob seconded. All in favor. Motion approved. Tina will notify Sarah.
  - c. Tina distributed a board skills assessment worksheet to aid in focusing on what needs the Board has in regards to recruitment of new trustees. She asked everyone to complete and return them to her within the next one to two weeks.
  - d. Kelly will chair the Nominating Committee for 2024.
  - e. Tina distributed a proposed board meeting schedule for 2024. Meetings will be held on the third Tuesday of every month at 7:00 PM at the Boyertown Community Library, with the possibility of a virtual meeting in July via Zoom. Tina motioned to approve this schedule. Justin seconded. All in favor. Motion approved.
- 9. Friends Report
  - a. No report.
- 10. Old Business

11. New Business

- a. With the budgeting process for 2024 soon to begin, Pat suggested allocating more money for snow removal due to forecasted expectations.

12. Good of the Order

13. Pat motioned to adjourn the meeting. Justin seconded. All in favor. Motion approved. Meeting adjourned at 7:49 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on December 12, 2023, at the Library, commencing at 7:00 PM.

Action Items

None