

Boyertown Community Library  
Board of Trustees Meeting  
September 11, 2019

Meeting was called to order at 7:05 PM.

In attendance: Lindsey Mason, Michael Murphy, Tina Brown, Lori Carnes, Andrea Kershaw, Kelly Kindig, Pat Nunan, Chuck Wohl, Director Susan Lopez

Guests: None

1. Call to Order
2. Roll Call
3. Approval of July Minutes
  - a. Lori motioned to approve the July 2019 minutes with the correction that Section 3(a) should not reflect that any corrections were needed for the June 2019 meeting minutes. Pat seconded. All in favor. Motion passed.
4. Confirmation of Email Votes
  - a. A counter offer for rental of 31 E. Philadelphia Avenue was considered and voted upon via email, and all Trustees voted in favor. The prospective tenant, however, declined to continue in negotiations due to finding another option. The email votes will be recorded with the Board records.
  - b. A proposal for the security panel was considered and voted upon via email, and all Trustees, except for Tina who abstained, voted in favor. The email votes will be recorded with the Board records.
5. Report of Director
  - a. We had record attendance at summer programs.
  - b. Susan attended New Director Orientation in Harrisburg in August, which she found to be very helpful and informative. She also attended various government-related events.
  - c. Susan discussed some upcoming events at the Library.
6. Report of Treasurer
  - a. The Board discussed the financial reports distributed by Cindy via email.
  - b. Cindy discussed some bank accounts that are not being used and not earning significant interest. She suggested that the money be used to pay off the line of credit and the loan. Cindy made a motion to close three Victory accounts and Peterson account, and pay off the Vist loan and the line of credit. Tina seconded. All in favor. Motion passed.
  - c. Cindy is working on a credit card policy for the use of the credit cards the Library recently received. Staff should sign an acknowledgment of receipt of the policy prior to use. We will need to be careful about keeping receipts for all purchases for purposes of future audits.
  - d. Cindy also is working on a capitalization policy for purposes of the audit.
7. Committee Reports
  - a. Facilities (Mike and Pat)

- i. Randy provided a quote on the work for Dr. Carr's office and Douglas's apartment, in the amount of \$885. Randy did not yet provide a quote for the repairs to Kay's apartment.
  - ii. Randy provided a quote of \$975 to repair the soffit and fascia in certain parts of the exterior of the old building, which are beginning to rot. Susan applied for and successfully obtained a grant for the work through Building a Better Boyertown that will cover half of the amount.
  - iii. There was a minor fire in Douglas's apartment on Friday, September 6, 2019. According to Douglas, there was no damage. Someone from the committee will make arrangements to confirm that is the case.
  - iv. Two of the apartments need grounded electrical outlets. The committee will solicit two bids for that work, which will include potentially adding a ventilation fan to the bathroom in Kay's apartment.
  - v. The apartments that did not pass inspection were re-inspected and passed inspection.
  - vi. The committee has been considering a property maintenance agreement with Zuber Realty. Pat made a motion to ask Zuber to provide a maintenance agreement for the Library's consideration beginning in January 2020.
  - vii. The committee also discussed increasing rent for the apartments. Tina made a motion to raise the rent by \$50 for all three apartments, beginning January 2020. Chuck seconded. Motion passed. Letters will be sent to the tenants.
  - viii. Kriebel Security updated the security panel.
- b. Fundraising Committee (Lindsey)
  - i. Over \$200 was raised at the Rita's fundraiser on August 8.
  - ii. Over \$1,000 was raised at the Wine Walk event in August.
  - iii. The disc golf tournament is September 8. If possible, Trustees should plan to attend the pre-meeting around 8:30 AM.
  - iv. The wine event will be held on March 14, 2020 (snow date: March 21).
- c. Policies
  - i. The Board reviewed the current mission statement and did not have any changes. Chuck motioned to approve the mission statement. Tina seconded. All in favor. Motion passed.
  - ii. The Board reviewed the Service Policy and discussed some minor changes. Tina motioned to approve the mission statement. Cindy seconded. All in favor. Motion passed.
  - iii. The Board reviewed the Conflict of Interest Policy. Pat motioned to approve the mission statement. Andrea seconded. All in favor. Motion passed.
  - iv. Discussion regarding the Harassment Policy and Bylaws was tabled until the next meeting.
- d. Governance (Chuck)
  - i. The Board discussed succession issues related to Lindsey, Mike and Tina leaving the Board at the end of this year.

- ii. This committee will be developed and will address issues like succession.
- 8. Unfinished Business
  - a. Susan was able to get access to the PayPal account.
- 9. New Business
  - a. Susan will be loading the Board meeting minutes on the website.
  - b. The credit card machines that the Library uses are becoming obsolete. Tina will be looking into updating that technology.
- 10. Good of the Order
  - a. One of Lindsey's colleagues complimented the staff at the Library.
  - b. Mike and Kelly met with the Earl Township Supervisors on September 9, 2019, and the meeting went well. The Supervisors expressed enthusiasm for the Library.
- 11. Meeting was adjourned at 8:57 PM.

The next meeting of the Boyertown Community Library Board of Trustees will be held on October 9, 2019 at the Boyertown Community Library, commencing at 7 pm.

Action Items

All Board members to review Harassment Policy and Bylaws before the next meeting.