

Boyertown Community Library  
Board of Trustees Meeting  
September 22, 2020

Meeting was called to order at 7:06 PM. The meeting was held via Zoom video conference due to the ongoing COVID-19 pandemic.

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

Trustees absent: Lori Carnes, Jalma Marcus

Guests: None

1. Call to Order
2. Roll Call
3. Approval of Minutes of the August Regular Meeting and the September Special Meeting
  - a. Pat motioned to approve the minutes of the August regular meeting. Andrea seconded. All in favor. Motion passed.
  - b. Justin motioned to approve the minutes of the September special meeting. Andrea seconded. All in favor. Motion passed.
4. Report of Treasurer
  - a. The Board discussed highlights of the financials that Cindy distributed prior to the meeting. In particular, Cindy noted that the rental income was helping the library's financial position. Passport income and donations are down, not surprisingly given the pandemic.
  - b. We recently received a grant of \$4,500 to be applied to many different programs and needs of the library.
  - c. Rob motioned to approve the August financials. Justin seconded. All in favor. Motion passed.
  - d. The audit is ongoing and likely will be wrapped up tomorrow.
5. Report of Director
  - a. Circulation numbers are continuing to improve.
  - b. There were 54 passports this past month, which is lower than normal, but improving, and we are hopeful it continues to improve.
  - c. The Board discussed the proposed schedule of Board meetings for 2021, which was circulated by Susan in advance of the meeting. The Board decided that the meetings will be held on the fourth Tuesday of each month, except that there will be no meeting in July 2021, and the November and December meetings will be held on the third Tuesday due to holiday schedules. Cindy motioned to approve the meeting schedule as amended. Pat seconded. All in favor. Motion passed.
  - d. Pat motioned to approve the holiday schedule previously distributed by Susan. Justin seconded. All in favor. Motion passed.
  - e. The Storywalk program has been very successful, and Susan has gotten good feedback from it. Susan intends to continue the program into October.
  - f. Susan explained that we must seek a waiver of the library standards for 2020 given the pandemic. Susan previously circulated a form resolution provided by the system. The

Board discussed the resolution. Cindy motioned to approve the resolution. Rob seconded. All in favor. Motion passed.

6. Committee Reports

a. Facilities (Pat)

- i. Rob and Justin are interviewing property management companies and will report their findings at the next meeting.
- ii. Boyertown Oil completed some work required by the License & Inspection department related to the heater. We have not yet heard from L&I regarding approval of the work. Boyertown Oil also will be coming on Friday to look at the heating systems on 29 and 31, as they are old and likely will need to be replaced soon. Pat also is investigating whether the systems can be separated so that tenants of those buildings pay for their own heat.
- iii. The elevator inspection will be taking place and the contract was renewed at a cost below the amount previously authorized by the Board.

b. Budgeting (Cindy)

- i. Cindy reported that she and Susan are working on the budget for next year.

c. Fundraising Committee (Andrea)

- i. Andrea has been working on the Amazing Raise. She has secured an anonymous donor who will match the first \$1,000 donated, and the Friends will match the next \$2,000.
- ii. Andrea also has been working on some additional fundraisers, including fundraisers for kids.

7. President's Report

- a. Chuck contacted each township to find out when they will be budgeting. Chuck will attend the Washington Township and Boyertown Borough meeting. Kelly will attend the Earl Township meeting. Pat will attend the Douglas-Berks Township meeting. Andrea will try to attend the Colebrookdale Township meeting.

8. Old Business

- a. The Board discussed the status of the lease for the commercial space at 31 East Phila. Ave. Zuber prepared the lease and the Executive Committee reviewed it and asked Zuber to make some revisions related to various issues, including required insurance coverage. The revised lease has been shared with the full Board. The prospective tenant has been working on obtaining signage in accordance with Borough standards, at her own expense. We performed some minor repairs to prepare the property for occupancy (e.g. improved lighting).

9. New Business

- a. The Board discussed the possibility of additional government orders restricting the library's ability to conduct business due to the COVID-19 global pandemic.

10. Meeting was adjourned at 8:20 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on October 27, 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.