

Boyertown Community Library  
Board of Trustees Meeting  
September 28, 2021

Meeting was called to order at 7:19 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, Tina Brown, Sara Bates, Kathy Kolb, Director Susan Lopez

Trustees absent: None

Guests: Amanda Burkard-Sell, Sami Jo Trout, Sarah Heffner

Prior to the meeting being called to order, the attendees participated in a group “getting to know you” discussion of how they came to be part of the Library. The group enjoyed learning more about each other.

1. Call to Order
2. Roll Call
3. Approval of Minutes of the August Meeting
  - a. Andrea motioned to approve the minutes of the August meeting. Pat seconded. All in favor. Motion passed.
4. Friends Update (Amanda Burkard-Sell)
  - a. The Friends are continuing with their monthly used book sales, averaging about \$500-\$600 per sale. The Friends are glad to support Library needs, such as the CRM database and donating a grand prize basket to the Basket Raffle.
5. Presentation by Sami Jo Trout
  - a. Sami Jo provided the Board with a “day in the life” perspective of a typical day at the Library. Sami Jo described for the Board the various services that the Library provides for patrons, such as assisting patrons with using the computers or finding materials, providing tax forms, processing passports, etc. Sami Jo also talked about some challenges at the library, such as running out of space for materials as the Library grows.
6. Report of Treasurer
  - a. Cindy discussed the financials distributed prior to the meeting. Cindy also noted that the audit was clear.
  - b. Pat motioned to approve the August financials. Rob seconded. All in favor. Motion passed.
  - c. Pat motioned to accept the auditor’s report. Justin seconded. All in favor. Motion passed.
7. Report of Director
  - a. Susan introduced Sarah Heffner, the new development director. Sarah discussed her background and experience.
  - b. Susan directed the Board to the 2022 holiday closures, Board meeting dates, and operating hours, distributed prior to the meeting.
  - c. The carpet was cleaned and looks great.

- d. The new copier has been installed and generally went well. Patrons are learning how to use it.
  - e. We have various in-person activities going on, including Scrabble groups, painting classes, book clubs, etc.
  - f. We are going to try some new activities, such as a virtual adult cooking class and adult take-home craft kits.
  - g. Cindy motioned to approve the 2022 holiday closures and operating hours. Tina seconded. All in favor. Motion passed. Susan will provide these to the System.
  - h. Pat motioned to approve the 2022 Board meeting schedule. Rob seconded. All in favor. Motion passed.
8. Committee Reports
- a. Executive (Chuck)
    - i. The committee did not meet since the previous Board meeting.
  - b. Facilities (Pat)
    - i. The committee will be meeting with a third contractor to provide an estimate for the roof repairs.
    - ii. The committee interviewed an applicant for the maintenance position.
    - iii. The committee has been investigating how to allocate oil consumption among the tenants. The committee will make a proposal to the Board about this for consideration in the next couple of months.
  - c. Finance (Cindy)
    - i. Susan and Cindy will be meeting soon to discuss budget planning.
  - d. Fundraising (Andrea)
    - i. Andrea discussed the final details for the upcoming basket raffle. We have over 200 baskets. Andrea hopes that this will be a significant fundraiser for the Library.
  - e. Planning (Tina)
    - i. The committee met to begin the strategic planning process. The committee reviewed the mission and vision statements and made some tweaks. The revised versions were distributed prior to the meeting for everyone to review.
  - f. Governance (Kelly)
    - i. Kelly made a motion to approve the Employee Handbook. Pat seconded. All in favor. Motion passed.
  - g. President (Chuck)
    - i. The Board discussed mask-wearing inside the Library. The consensus among Trustees was that it would be appropriate to post signs encouraging (but not requiring) mask usage. Rob made a motion to post such signage. Kathy seconded. All in favor. Motion passed.
    - ii. The Board ratified the Trustee votes previously sent by email to approve the execution the System membership agreement. The executed agreement has been sent to the System.
9. Old Business
- a. None.
10. New Business
- a. None.

11. Good of the Order

12. Meeting was adjourned at 8:33 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on October 26, 2021, via Zoom, commencing at 7 PM.

Action Items

None.