

Boyertown Community Library  
Board of Trustees Meeting  
September 27, 2022

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

In attendance: Chuck Wohl, Kelly Kindig, Cindy Mellor, Rob Kistler, Kathy Kolb, Justin Hall, Pat Nunan, Tina Brown, Sara Bates, Director Denise Pulgino-Stout

Absent: Andrea Kershaw

Guests: Cheryl Vogelei

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the August Board of Trustees meeting
  - a. Pat motioned to approve the minutes of the August meeting, pending the correction of a typo. Justin seconded. All in favor. Motion approved.
5. Report of the Director
  - a. Denise referred the Board to her September report distributed prior to the meeting.
  - b. The passport and photo and printer system has been replaced.
  - c. Interviews continue for Development Coordinator and Youth Services positions.
  - d. Adulting classes have begun, but not many teens have been attending. Denise will try publishing a press release. Ads in Gilbertsville magazine and other publications were discussed.
  - e. Denise is working with BBB to develop a story walk around town, have students decorate windows and possibly have a mural and place greenery around the parking lot.
6. Report of the Treasurer
  - a. Cindy stated that the 2021 audit and 990 filing has been completed, and she distributed the auditor's report. Tina made a motion to accept the auditor's report. Pat seconded. All in favor. Motion passed. Sara made a motion to approve the 990 filing. Justin seconded. All in favor. Motion passed.
  - b. Chuck made a motion to approve Cindy, Kelly and Chuck as authorized signers on the library bank accounts, and Duane Riegner and Tina as authorized signers on the Fundraising account. Tina seconded. All in favor. Motion passed.
  - c. There was a discussion about the amounts required to be spent on collections and cooperative spending.
  - d. Cindy stated that the September financials look good. There was a discussion about investing some of the money in savings, particularly if the library were to sell some real estate. Justin made a motion to approve the September financials. Pat seconded. All in favor. Motion passed
7. Committee Reports
  - a. Executive (Chuck)
    - i. No report.
  - b. Facilities (Pat)
    - i. Pat referred everyone to her report distributed prior to the meeting.

- ii. All of the bathroom faucets have been replaced with ADA handles, and the windows and gutters were replaced at 29/31 E. Philadelphia Ave.
    - iii. Pat gave an explanation of the “stacking door” she hopes to have installed on the 2<sup>nd</sup> floor.
    - iv. The passport office will remain downstairs due to staff safety concerns. The Development Coordinator office will move upstairs to the intended office instead.
    - v. BitCreative and Gehringer continue to work on the HVAC system, hoping to complete work before “heating season.”
  - c. Finance (Cindy)
    - i. No report.
  - d. Fundraising (Sara)
    - i. Volunteers are needed for the Basket Raffle fundraiser. An email was sent out so volunteers could sign up for time slots. Due to the small games of chance all purchases must be cash or debit only.
    - ii. The Ice-cream Fundraiser took place on September 23<sup>rd</sup>, but it was quite cold and unfortunately not very successful.
  - e. Governance (Kelly)
    - i. The Patron Code of Conduct Policy has been revised and was distributed prior to the meeting. Sara motioned to approve the policy. Tina seconded. All in favor. Motion passed.
  - f. Planning (Tina)
    - i. Tina presented a report about retaining versus selling the building at 29/31 E. Philadelphia Ave., and the committee recommended selling the property. Following a full Board discussion on the matter, Kelly made a motion to form an ad-hoc committee comprised of Tina, Pat, Cindy and Kelly to list the property for sale. Tina seconded. All in favor. Motion passed.
- 8. President’s Report (Chuck)
  - a. The Friends of the BCL monthly book sale brought in \$1208. They will be donating money toward the purchase of t-shirts for the library.
  - b. Due to the local and nationwide book banning activities, Chuck advised that the library may see more protests/challenges.
  - c. A reminder that the Wine Walk benefitting the library is on September 30<sup>th</sup>.
- 9. Old Business
  - a. Denise contacted the manufacturer of the book drop bins at the due to their malfunctioning. It is a design flaw and cannot be fixed.
  - b. Pat continues to look into getting outside benches for the library. She has contacted the borough.
- 10. New Business
  - a. Due to Christmas and New Years falling on Sundays this year, employees will not have a day off for each holiday. Denise suggested and the Board agreed that the library can remain closed the day after (Monday) each holiday.
  - b. Berks County Commissioners are recommending all overdue fees for books be suspended by all System libraries. In turn, the County will pay off all fees that have accumulated since 2015. The Board discussed the pros and cons. The fine policy will need to be revised. Tina

motioned to eliminate all overdue fees for general circulation items beginning January 1, 2023. Pat seconded. All in favor. Motion passed.

11. Good of the Order

12. Pat motioned to adjourn the meeting. Justin seconded. All in favor. Meeting was adjourned at 9:01 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on October 25, 2022, at the Library, commencing at 7 PM.

Action Items

None.