

## **Boone Area Library Board of Trustees Meeting Tuesday, July 18, 2017**

**Call To Order:** The meeting was called to order by Board Chair Susan Fix at 7:00 pm. Those in attendance were Trustees Susan Fix, Jen Harding, Matthew Lamm, Julia Olafson, Mary Picariello, Kim Unger, and Director Julia Lipkowitz.

**Minutes:** The minutes of the June 2017 meeting were reviewed. Sue Fix pointed out three typographical errors. Kim Unger motioned to adopt the minutes with the corrections. Julia Olafson seconded. The motion passed.

**Report of the Library Director:** Highlights:

- People count was 3761, adult circulation was up, juvenile circulation was down, computer use was stable.
- There have been ongoing problems with the office printer. The Director will reach out to Ricoh.

**Report of the Treasurer:** Highlights:

- Finances are good.
- Things are balancing out now that ordering is back on track.

Mary Picariello made a motion to accept the Treasurer's report. Kim Unger seconded. The motion passed.

**Report of the Fundraising Committee:** Highlights:

- Julia Olafson and Jen Harding updated the Board regarding the July 21 Vendor Bingo event.
- The Director updated the Board on her ideas for the August 17 Boone Bake Off.
- Julia Olafson proposed ideas for an indoor yard sale September 16. The Board discussed and decided to add on snacks and a booksale.

**Old Business:**

- After receiving e-mail notice of a vote to be held, the Board discussed the proposed updated attendance requirements for meeting quorum and for voting at meetings. Julia Olafson made a motion to accept the changes. Mary Picariello seconded. The motion passed.
- The Board discussed the remaining requirements to satisfy the STEM grant. The Director has had positive communication with the state and is expecting to be contacting regarding an extension.
- The Board discussed the Volunteer Recognition event to be held September 13.

**New Business:**

- Sue Fix updated the Board on her contact with Amity Pool, as the Board continues to seek ways to interact with other community services.
- Sue Fix updated the Board regarding this year's Apple Fest at St. Paul's Lutheran.
- The Board discussed the Chair and Table Rental Policy and the need to update the form to match the policy. Julia Olafson made a motion to accept the changes. Mary Picariello seconded. The motion passed.
- The Director urged the Board to consider modifying the outside of the building to make it look more like a library, such as painting and a mural. Matt Lamm suggested that the structural repairs should probably take place first and agreed to move this project to the forefront.
- Sue Fix suggested that local colleges be contacted for assistance with our logo update.
- A concern was raised as to whether the library may still use the Windstream parking lot for after hours events, as there appears to be cones blocking the lot at times. The Director will reach out to them.
- The Director provided information on a service that would print and fold our Giving Letter for a very reasonable cost. The Board would then stuff, seal, label, and stamp.
- Jen Harding raised concern that the Board at times sends Directors and Staff to trainings (such as STEM) only to have the individual leave their positions before the training brings any benefit to the library. The Board went on to discuss the possibility of commitment requirements when sending library employees to

trainings. The Chair will reach out to two previous employees to inquire about training materials that they still have.

- Sue Fix informed the Board about Pottstown Area Health And Wellness Foundation's current park selfie contest.
- The Chair asked the Director to begin working on a meeting room policy, to clarify the rental room's use for political debates.

**Adjournment:** At 8:56 pm, Julia Olafson motioned to adjourn the meeting. Mary Picariello seconded. The motion passed. The next meeting is on August 15, 2017, at 7pm.

Respectfully submitted,  
Matthew T. Lamm, Secretary

APPROVED