

Board of Trustees Meeting

Agenda – Tuesday, May 24th, 2022

In attendance: Sarah Sechrist via Zoom (Board President), Trista Oxenreider (Treasurer), Diane Schwab Sullivan, Debbie Worrell, Sarah Bair (Library Director)

- I. Call to Order
 - a. Call to order at 6:37PM
- II. Welcome to Guests and Friends
 - a. None Present
- III. Approval of April Minutes
 - a. Minor corrections for formatting made
 - b. Added Drop-Box Ceremony to Director's Report
 - c. Pending minor corrections - Motion to Approve – Trista 1st, Debbie 2nd APPROVED
- IV. Good News/Brag Moments
 - a. Book sale had excellent turnout!
 - b. Mother's Day Tea was successful in attendance and participants requested to do it again. A great deal of effort went into the setup! Thank you, Sarah Bair!
- V. Correspondence
 - a. 1 banner month left to fill
 - b. 6 "Thank You's" were sent out
- VI. Open Forum for Guests and Friends
 - a. None Present
- VII. Directors Report (**Sarah B.**)
 - a. Children's attendance increased due to outreach at Elementary School
 - b. Adult attendance increased with additional programs being offered
 - c. Computer usage increased with the inclusion of Children's Computer
 - d. Upcoming Events – Visiting Author in June, Summer Quest begins Monday, June 13th for 8 weeks, Adult Programs including a Traveling Trunk Program – June Events Calendar is circulated
 - e. Library Updates
 - i. Staff Meeting two weeks ago – Sarah provided brag moments for the team - Kay reorganized the children's area after a very busy night, Luona cleaned and dusted lots of books and shelves to improve appearance, Deb has been helping circulate information about upcoming events
 - f. Deb Davis (Children's Coordinator) has been onboarding for the past few weeks with the hope of beginning her own programming mid-June, Sarah B. checking on Training Hours
 - g. The Borough is looking to provide a "Library Business Only" spot in front of the library during parking revisions in the borough.
 - h. Cleaning Company – Emerick's Cleaning Service slated to begin their contract June 1st
 - i. Sensory Bin was donated with lots of wonderful items for children to use
 - j. Small Games of Chance License has been renewed
 - k. Systems Updates – Library of Things purchases will be made over the next month and submitted for reimbursement, Sarah is submitting for summer reimbursement through

County for Summer Quest, Sarah is researching Summer Food Program described during Systems Meeting today

- l. Sarah is applying for her Library Assistant Certificate
- m. Board Members – update your Contact information if applicable

VIII. Update on Annual Policy Review **(Sarah S./Sarah B.)**

- a. New Policy Manual is in progress

IX. Review of BCPL Board Meeting

- a. Meeting reviewed Committee updates
- b. Amy Resh provided Systems updates which Sarah also provided in April Director's Report

X. Summer Mailer Update **(Sarah S.)**

- a. Quote was discussed from Little Mountain Printing
- b. Adding previous winners from Fire & Ice
- c. Motion to Approve – Trista 1st, Diane 2nd - APPROVED

XI. Review and Approval of January - April Financials **(Trista)**

- a. Trista broke down some line items to provide background on differences, overages, and where we are coming in under budget
- b. Motion to Approve – Sarah 1st, Diane 2nd - APPROVED

XII. 2022 Fire and Ice Update

- a. Volunteers are needed for the day! July 23rd, 2022!

XIII. Fundraising Ideas for Summer/Fall

- a. Boyer's Fundraising options discussed for Fall
- b. Moe's Kit in June

XIV. Adjourn the Meeting

- a. Next Meeting, Tuesday June 28th, 2022, at 6:30 PM
- b. Meeting Adjourned 7:32 PM