

Boyertown Community Library
Board of Trustees Meeting
August 20, 2024

Meeting was called to order at 7:03 PM. The meeting was held at the Boyertown Community Library.

In attendance: Tina Brown, Kelly Kindig, Rob Kistler, Joanne (Dodie) Heffner, Pat Nunan, Justin Hall, Amy Nase, Sandy Sharma, Director Denise Pulgino-Stout

Absent: Sara Bates

Guests: Sarah Vasquez

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the July Board of Trustees meeting of July 16, 2024.
 - a. Rob distributed the board meeting minutes prior to the meeting. There were no questions or comments. Dodie motioned to approve the minutes of the July meeting. Sandy seconded. All in favor. Motion approved.
5. Report of the Director
 - a. Denise distributed her report prior to the meeting. She noted an omission of the electronic materials circulation numbers.
 - b. There have been two new employees hired. Angela is working out well. Emily will not be continuing with the job due to transportation problems.
 - c. Denise asked to purchase new shelving for the new book area at a cost of \$4,494.34; funds from the Spirits Tasting event will cover most of the cost. Pat motioned to approve the purchase. Amy seconded. All in favor. Motion approved.
 - d. Kriebel Security is in the process of upgrading the security system. They offered to do the work at no charge as a donation in kind (\$10,995.00 value). Pat motioned to approve acceptance of the offer. Justin seconded. All in favor. Motion approved.
6. Report of the Treasurer
 - a. The July financial reports were distributed prior to the meeting. Dodie noted that she transferred \$50,000.00 from the money market account and \$10,000.00 from the savings account to the checking account. There were no other questions or comments.
 - b. Kelly motioned to approve the July financial reports. Amy seconded. All in favor. Motion approved.
 - c. Tina is still working on finding a new credit card account for the library.
7. Committee Reports
 - a. Executive (Tina)
 - i. No report.
 - b. Facilities (Justin)
 - i. Justin distributed his report prior to the meeting. There were no questions or comments about the report.
 - ii. There was an injury to one of the N.B. Rogers workers installing the new HVAC system. Kelly recommended that the insurance company be notified in case N.B.

Rogers workers comp. insurance company attempts subrogation. Denise will have Rick write up a report.

- iii. Justin discussed the proposed installation of an automated door system. Pat motioned to approve Automated Door Enterprises to complete the project at a cost of \$13,210.00, \$5,000.00 of which will be covered by a grant from Pottstown Health & Wellness. Dodie seconded. All in favor. Motion approved.
 - iv. Justin then discussed the repair of the stained glass windows. The board discussed and decided that the cost of installing new custom sized windows instead of repairing the stained glass would not be cost-saving. Justin motioned to approve \$45,800.00 plus 20% for permits and contingencies to have Structure Guard and Castle Studios work together to complete the repairs. Pat seconded. All in favor. Motion approved. Denise will check with the insurance company to see if the library's policy covers any of the damages.
- c. Finance (Dodie)
 - i. The committee met on August 7, 2024 to discuss keeping the bank accounts at Tompkins versus moving to another bank. Dodie is still looking into finding a nearby bank that will match or beat Tompkins' rates and services.
 - d. Events (Amy)
 - i. The next committee meeting will be September 3, 2024 at 6:00 PM.
 - ii. The committee continues to work on the Basket Raffle event. This year it will be held October 11-12, 2024. There was a discussion about what grand prize the Board is willing to donate.
 - iii. Sarah discussed an annual appeal. She is currently getting quotes for the printing and mailing of an appeal.
 - iv. The fundraiser that Brakeman's Cafe ran for the month of July brought in \$200.00.
 - v. The Par in the Park disc golf event will be on September 28, 2024.
 - e. Governance (Kelly)
 - i. No report.
 - f. Planning (Sara)
 - i. No report.
8. President's Report (Tina)
 - a. No report.
 9. Friends Report (Amanda)
 - a. No report.
 10. Old Business
 11. New Business
 - a. Elise will be turning 26 years old this year and will be aging out of her parents' insurance. She and Sorcha might be interested in insurance through the library if available.
 12. Good of the Order
 13. Pat motioned to adjourn the meeting. Rob seconded. All in favor. Motion approved. Meeting adjourned at 8:09 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on September 17, 2024, at the Library, commencing at 7:00 PM.

Action Items

None