

**Boone Area Library Board of Trustees Meeting
Tuesday September 17, 2024**

Call to Order: The meeting was called to order at 7:00 pm by Chair Chrissy Mittura. Those in attendance were Trustees Chrissy Mittura, Nicole Sapna, Brooke Halter, Childrens Coordinator Amber Spade, and Library Director Rachel Stewart. Robin Fox and Kendra Hettel were absent

Minutes: The Minutes of the July 2024 meeting were approved with the following changes: Wine Pull date is November 9th, and Kendra Hettel is Acting Secretary . Chrissy made a motion to accept and Brooke seconded. Motion passed.

Report of the Director: Presented by Rachel. Highlights:

- Bonnie gave her resignation 9/16/24.
- The job description for office manager will be updated to include the following: reduced hours and pay, changing name to office coordinator. The job will be posted on 9/18/24.
- There was discussion on bringing in an independent consultant to get books in order.
- Patron policy and rule enforcement was discussed.
- There are wasps in the book sale and childrens room. Ehrlich will come and do a one time removal for \$200.00.
- Rachel has been attending training and is getting to know her duties and expectations.
- Amber reported a Halloween Trick or Treat night will be held at the library on Saturday October 26th from 6-8pm. Nicole and Brooke will have a board table. Kendra will provide candy.
- Amber has made a connection with the BCIU for “play dates” once a month.
- There will be an ASL story time on Saturday September 21st.
- Story Time has been a success with lots of positive patron feedback.
- The stuffed animal sleepover was a success. Amber hopes to repeat it again in the future.

Report of the Finance Committee

- We do not currently have financial reports for July and August 2024.
- We will have another formal meeting in October to vote and approve the July, August, and September financial reports.
- The annual financial audit is completed. We are awaiting a final signature on the 990. We are currently labeled a financial risk.
- Options are being explored to replace Long and Barrell as our auditor.
- 2025 budget planning has begun.

Report of the Chair and the Trustees

- Nicole reported on the BCPL Systems meeting which took place on 8/20/24. The next meeting is on November 20, 2024.
- Passport Libraries are an easy way for patrons to learn about all the different libraries in Berks County.
- We must approve minutes with a 2 month time frame. We only need to keep the minutes online for the past year. The public must be informed of how to obtain minutes from previous years.
- We have the option to post the budget publicly or post how the public may access the budget.
- Approval from Systems is only required if we are changing square footage of our building. All other building improvements do not need to be reported and approved by Systems.
- There was a suggestion to review our Inclement Weather policy.

Committee Reports

Report of the Grant Committee: Highlights:

- We have applied to the Friends Foundation for grant money for HVAC. Stephanie from Systems has sent a letter of recommendation to the Friends Foundation on our behalf. The application was sent on 9/6/24. We are waiting on the County Commissioner to approve it.
- We are planning to reach out to state representatives for suggestions of grants to apply for regarding our HVAC units.
- There was discussion on tax funded income.

Fundraising: Presented by Nicole. Highlights:

- St. Mark's Fall Fest raised \$100.00.
- The Halter Grand Opening netted \$75.00 in tips and a \$500.00 donation from Halter
- The total fundraising from Saturday September 12th was \$675.00.
- Birdsboro National Night Out-October 1st.
- Amity Fall Fest-October 19th from 12-7. This is a team effort with the Blazer Foundation. All costs and proceeds will be split. We will need 5 shifts of 2 hours each. A tent has been secured. We are working on donations for alcohol.
- Boscov's Friends Helping Friends event is October 22nd. Robin and Nicole will cover the shift.
- Safe Trick or Treat Night at the library is Saturday October 26 from 6-8pm.
- Annual Wine Pull is Saturday November 9th. Requests for donations have been sent. Ticket prices were discussed. We need more baskets and art.
- Christmas in Birdsboro is being held on Saturday December 14th. We will be hosting a book fair from Paper Pie. Gingerbread competition voting will take place during the event.
- Discussed pairing with the school for a \$2.00 PJ day.

Report of the Property Committee: Highlights:

- The hot water heater was replaced. It had been in a dangerous condition.
- Bees will be eliminated by Ehrlich.
- A vote was held to accept the bid from County Line for a new HVAC system at the cost of \$70,000.00. Chrissy motioned that the bid be accepted, Brooke seconded. The motion passed.

Human Resources:

None

Old Business:

- We still need board members from Birdsboro and Union Township.

New Business:

None

Adjournment: At 9:04 pm Chrissy made a motion to adjourn the meeting, and Nicole seconded. The motion passed. The next meeting is October 15, 2024 at 7pm.

Respectfully submitted,
Nicole Sapna, Acting Secretary