

Boyertown Community Library
Board of Trustees Meeting
July 16, 2024

Meeting was called to order at 7:08 PM. The meeting was held at the Boyertown Community Library.

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

Absent: None

Guests: Sarah Vasquez

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the June Board of Trustees meeting of June 18, 2024.
 - a. Rob distributed the board meeting minutes prior to the meeting. There were no questions or comments. Amy motioned to approve the minutes of the June meeting. Pat seconded. All in favor. Motion approved.
5. Report of the Director
 - a. Denise distributed her report prior to the meeting. She noted a typo in the number of passport photos that were reported.
 - b. Denise is requesting a \$3.00 per hour raise for Sorcha due to outstanding work performance and to help defray health insurance costs. Tina motioned to approve the pay raise. Justin seconded. All in favor. Motion approved.
 - c. New Elmwood Zoo passes need to be purchased. Denise is requesting \$1,500.00 to purchase five new passes. They are good for a year. Justin motioned to approve the purchase. Sara seconded. All in favor. Motion approved. Sara requested that Denise look into purchasing passes for the Lehigh Valley Zoo.
6. Report of the Treasurer
 - a. The June financial reports were distributed prior to the meeting. Dodie noted that she transferred \$10,000.00 from the savings account to the checking account.
 - b. Denise reported that the 3rd quarter payment had just been received.
 - c. Pat motioned to approve the June financial reports. Amy seconded. All in favor. Motion approved.
7. Committee Reports
 - a. Executive (Tina)
 - i. No report.
 - b. Facilities (Justin)
 - i. Justin distributed his report prior to the meeting, including a scope of work written up by Pat for the repair of the leaking lookout tower. He noted that he had just received an update to the quote for the installation of an automatic door system; there is a \$575.00 increase.
 - ii. There were leaks discovered around the stained glass windows during heavy rains during the afternoon of July 16.

- c. Finance (Joanne)
 - i. No report.
 - d. Events (Amy)
 - i. The next committee meeting will be August 8, 2024 at 6:00 PM.
 - ii. Brakeman's Café is offering two literary themed drinks during the month of July; \$1.00 from each purchase will be donated to the library.
 - iii. Sarah met with Lindsey Mason and will now be coordinating with Lindsey's library fundraising group. They are currently trying to finalize a date for this year's Par in the Park.
 - iv. Deal Me In Games will be holding a raffle on September 13, 2024 to benefit the library. They will also be doing some demonstrations and tutorials. This will be held at the library.
 - e. Governance (Kelly)
 - i. The proposed by-law revisions were discussed. Tina confirmed that the library runs on a calendar year, not a fiscal year. Upon review it is recommended that the trustee limit be set at a maximum of nine. Any board action taken outside of a meeting (i.e. email) will require a unanimous vote. The role of succession as Vice President was also discussed. Pat motioned to approve the revised by-laws. Amy seconded. All in favor. Motion approved.
 - f. Planning (Sara)
 - i. Sara distributed her report prior to the meeting. There were no questions or comments.
8. President's Report (Tina)
- a. Tina gave an update about transitioning to a new credit card account for the library.
 - b. Denise would like to attend management training course focused on non-profits. The cost would be \$500.00. Pat motioned to approve the payment. Amy seconded. All in favor. Motion approved.
 - c. Tina gave an update on retaining DAZA Development for further grant support. After discussion, Pat motioned to approve a six month contract at \$1000.00 per month with a contingency to be able to cancel with 30 days notice, and the stipulation that Sarah will be more involved in the grant writing process. Tina seconded. All in favor. Motion approved.
9. Friends Report (Amanda)
- a. No report.
 - b. Denise noted that there will be no book sale for the next two months, and that the Friends also offered to pay to send four staff members to the PaLA conference this year.
10. Old Business
11. New Business
12. Good of the Order
13. Tina adjourned the regular meeting at 8:18 PM to go into an executive session.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on August 20, 2024, at the Library, commencing at 7:00 PM.

Action Items

None