

Boyertown Community Library
Board of Trustees Meeting
June 18, 2024

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

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

Absent: Tina Brown, Sandy Sharma

Guests: Sarah Vasquez

1. Call to Order
2. Roll Call
3. Recognition of guests
4. Approval of Minutes of the May Board of Trustees meeting of May 14, 2024 and the special meeting of June 10, 2024.
 - a. Rob distributed the board meeting minutes prior to the meeting, and Kelly distributed the special meeting minutes prior to the meeting. There were no questions or comments. Dodie motioned to approve the minutes of both meetings. Amy seconded. All in favor. Motion approved.
5. Report of the Director
 - a. Denise distributed her report prior to the meeting. She brought up the topic of a proposed approval process at the district level for all projects. There was a discussion about this policy that was proposed at the May BCPL meeting. District Consultant Becky Wannamaker will be contacted to see where the district board stands on this subject.
 - b. There was a discussion about how to budget money for plants and tools for the planter area.
 - c. Denise is requesting money for the purchase of chairs for the library cozy space. Pat motioned to approve \$3172.00, which would come from the BCCF grant, for this purchase. Justin seconded. All in favor. Motion approved.
 - d. The library will be closed for a week in August for scheduled HVAC repairs. Denise questioned if it is alright to continue to pay the staff for missed hours during the closure. The Board is fine with that.
 - e. Denise gave an update on how DAZA Development will help us with the grant process if we choose to retain them for that function only and to shepherd us if we get the large state grant. There was a discussion about whether or not we still need their help. Denise and Tina will communicate with them further for a more detailed explanation of what exactly they will be providing for the library if they are retained.
6. Report of the Treasurer
 - a. The May financial reports were distributed prior to the meeting. There was an update from Dodie on new funds that have come in during June. She also stated that she can now access the new Tompkins Bank account that the bank opened and transferred the library's savings to. Justin motioned to approve the May financial reports. Pat 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. Kelly questioned why exactly a contractor needs to be paid to investigate the leak in the lookout. Pat explained the process and why this is needed.
 - ii. There was a discussion about the parking lot problem, non-patrons using the lot, and the need to start towing cars.
 - iii. There was a discussion about moving the circulation desk during the week the library will be closed.
- c. Finance (Joanne)
 - i. No report.
- d. Events (Amy)
 - i. The committee has new volunteer members helping with the basket raffle preparations and setting it up for the future.
 - ii. The next committee meeting will be July 2, 2024 at 5:00 PM.
 - iii. Brakeman's Café offered to give the library free drink tickets to hand out as gifts/prizes, and they are working on a month-long event at the café to raise money for the library.
- e. Governance (Kelly)
 - i. The proposed by-law revisions were distributed prior to the meeting. They will be voted on at the July meeting.
 - ii. There was a discussion about the rules and regulations for board member limits.
- 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 distributed her report prior to the meeting. She is asking for permission to apply for a Chase Bank credit card for the library and to close the Tompkins Bank credit card. Justin motioned to give approval. Pat seconded. All in favor. Motion approved.

9. Friends Report (Amanda)

- a. No report.

10. Old Business

- a. Rob stated that the next Washington Township Board of Supervisors meeting is on 6/27/2024 if anyone else would like to attend.

11. New Business

- a. Denise questioned the need for guidelines for canceling/postponing programs due to extreme temperatures. It was agreed that she can use her judgment on this.

12. Good of the Order

13. Sara motioned to adjourn the meeting. Amy seconded. All in favor. Motion approved. Meeting adjourned at 8:30 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on July 16, 2024, at the Library, commencing at 7:00 PM.

Action Items

None