

Boyertown Community Library  
Board of Trustees Meeting  
October 15, 2024

Meeting was called to order at 7:07 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, 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 September Board of Trustees meeting of September 17, 2024.
  - a. Rob distributed the board meeting minutes prior to the meeting. There were no questions or comments. Justin motioned to approve the minutes of the September meeting. Amy seconded. All in favor. Motion approved.
5. Report of the Director
  - a. Denise noted some additions to her report distributed prior to the meeting.
  - b. Denise requested to advertise a new job opening for a Program and Outreach Assistant. Tina asked to table this matter until the 2025 budget is completed.
  - c. Denise discussed the active shooter in-service the staff just had and the possibility of getting pepper spray and training for staff use.
  - d. Denise distributed a proposed 2025 holiday schedule prior to the meeting. The Juneteenth holiday will be added to the schedule this year. Justin motioned to approve the 2025 holiday schedule. Dodie seconded. All in favor. Motion approved.
6. Report of the Treasurer
  - a. The September financial reports were distributed prior to the meeting. Dodie discussed the money in the accounts. Dodie and Tina will be going to the bank to meet the new account representative.
  - b. Kelly questioned the money received for the Par in the Park event. Sarah explained the expenses and proceeds, and there was a discussion about the discrepancy on the balance sheet. Sarah will email a financial report about the event after the meeting.
  - c. Pat motioned to approve the September financial reports. Sara seconded. All in favor. Motion approved.
7. Committee Reports
  - a. Executive (Tina)
    - i. No report.
  - b. Facilities (Justin)
    - i. Justin's report was distributed prior to the meeting, and he noted some small changes. There were no other questions or comments.
    - ii. Justin motioned to approve \$565.00 for Custom Iron & Design to install an extension to the handrail on the steps leading to the library entrance. Pat seconded. All in favor. Motion approved.

- c. Finance (Dodie)
    - i. No report. There will be a budget meeting October 22, 2024 at 5:30 PM at the library.
  - d. Events (Amy)
    - i. The Basket Raffle was a big success. Sarah is working on the financial report, and she requested one of the trustees to write thank you notes for the grand prize donors. Sara volunteered to write them.
    - ii. There was a discussion about buying t-shirts for all the new volunteers. Denise will order them once she is provided with a list.
  - e. Governance (Kelly)
    - i. No report.
  - f. Planning (Sara)
    - i. No report.
8. President's Report (Tina)
- a. Tina noted the need for a nominating committee for the 2025 officers. Kelly will be in charge of this.
9. Friends Report (Amanda)
- a. No report.
10. Old Business
- a. Tina discussed some possible changes to the insurance policy. She will email the details after the meeting.
  - b. The library was not chosen to receive the Covid-19 ARPA grant. Denise explained why she believes the library was not picked. With that, there was a discussion about whether or not to continue to retain DAZA Development for grant support. Tina motioned to initiate the 30 day termination clause in the contract. Justin enthusiastically seconded. All in favor. Motion approved.
  - c. Tina gave an update on board member recruitment.
11. New Business
- a. Sarah discussed the plan for the annual appeal.
12. Good of the Order
13. Pat motioned to adjourn the meeting. Sara seconded. All in favor. Motion approved. Meeting adjourned at 8:05 PM.

The next regular meeting of the Boyertown Community Library Board of Trustees will be held on November 19, 2024, at the Library, commencing at 7:00 PM.

Action Items

None