

# **BOONE AREA LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **January 20, 2026**

The meeting was called to order at 7:00 PM by Chair, Ashley Hoffman.

**Members Present:** Ashley Hoffman (Chair), Nicole Sapna (Vice-Chair), Brian Welch (Treasurer), Heather Ellis (Recording Secretary), Lenny Brown, Brooke Halter, Victoria Bishop, Rachel Stewart (Library Director)

**Not Present:** None

**Other:** Mary Chown from MECAdvising and Jim Sarro from Muhlenberg Greene Architects

#### **Public Comments**

Mary Chown started off the meeting by discussing her extensive qualifications and experience with renovation and grants that the Library may be eligible for. There would be no upfront costs as she is billed by the hour. It's \$125/hour, so the final cost would depend on the Library's needs. Additionally, there is a flat \$300/month fee for the research, which is only charged when she is engaged with the research phase. The Library may even be able to get a grant to cover the feasibility study that Jim Sarro would do. Chown would assist with a grant calendar, strategic planning, and being proactive. For example, how can the Library leverage one thing to cover another thing since state and federal grants run on reimbursement and many require a match of some sort.

Next, Jim Sarro discussed his role in working alongside Mary Chown. Ultimately, the Library needs to decide whether they want to stay or move. He would start with a list of all the Library's hopes and wishes. He uses that information to decide if it makes sense to stay in the current location or if it's in the Library's best interest to move. He will help the Library decide what the best direction is and put their recommendation on paper with budget, pricing estimates, and phasing. He can work with Mary Chown and start looking at grants for different phases and help with a long term schedule for the options.

#### **Approval of Regular Meeting Minutes**

The revised minutes of the December 2025 minutes were reviewed. Lenny Brown made a motion to approve. Brian Welch seconded. All in favor. The motion passed.

#### **Director's Report**

Rachel sent out the 2025 Year in Review and is hoping to put something on Facebook as well so everyone can see. She then discussed the Community Room policy and the associated fees. In order to keep the option of paying with a credit card, she will be working with staff on a flat fee chart in \$50 increments according to Square's calculation. The Library will still encourage payment either via cash or check.

Rachel shared concerns related to a small number of younger patrons whose behavior has been creating challenges for staff. She expressed interest in taking a more proactive approach and exploring appropriate ways to better identify and support these situations.

### **Treasurer's Report**

Brian Welch shared that the CD with Ephrata National Bank is officially open. Since money cannot be added later to the initial deposit, the deposit amount was increased to \$65,000. He also wanted to note that payroll this month was a little higher because of bonuses and the salary adjustments for the new year.

**Action Item:** Approve Financial Report for December 2025

Lenny Brown made a motion to approve. Brooke Halter seconded. All in favor. The motion passed.

December 2025 YTD revenue was \$323,913.19 (total budgeted revenue for 2025 is \$235,083.66). December 2025 YTD expenses were \$288,210.23 (total budgeted expenses for 2025 is \$226,431.00).

**Report of the Chair and Trustees:** Nothing to report.

### **Committee Reports**

**A. Finance Committee:** Did not meet.

**B. Fundraising Committee:**

Ashley Hoffman discussed the Mocktail Fundraiser from January 9th. The Library had a really good turnout with \$480 in ticket sales. With additional Zeffy donations, the Library earned \$510. A lot of new people attended, so Ashley overall was very pleased.

The pajama fundraiser through Daniel Boone School District was not approved. The school board doesn't want to open in-school fundraising to outside organizations because if they say yes to the Library, then they have to say yes to others.

The Borough of Birdsboro approved hosting the Duck Derby in Main Bird Park on Saturday, May 30th. Planning will start by the end of the month in order to get vendors on the books. The Library may want to consider purchasing more ducks. Amber Hamel, Program Coordinator, is also looking to get live duck eggs for the Library. The eggs would hatch before May 30th and the baby ducks could be at the Duck Derby.

Rounding Up at the Register at Kimberton Whole Foods starts Sunday, March 1st and runs the entire month of March.

There is still no update on the cornhole tournament; It's looking more like April now.

The next fundraising meeting will be Tuesday, February 24th, in person or zoom if needed.

Sign ups for the Hershey Bears games will be sent out soon. Eight people will need to be able to go and also complete the required online training. Most of the games are at the end of March/beginning of April.

**C. Grants Committee:** Did not meet.

**D. Personnel/Policy Meeting:** Did not meet.

**E. Property Committee:** Did not meet.

**F. Nominating Committee:**

Victoria Bishop made a motion to approve retaining all officer positions from 2025 to 2026. Brooke Halter seconded. All in favor. The motion passed.

### **Old Business**

Results were reviewed from the Building Our Future Together: A Community Survey. Parking was a common complaint amongst responses. Overall, responses seem to be genuine and constructive. The number of people willing to help has gone up. The survey is a good starting point and gives some ideas of what the community is thinking. A lot of people just need more information, which hopefully the town halls will help as long as people come. There were several things that surprised the Library Board. Patrons want more adult programming, like crafting. Patrons responded that they come to the Library a few times a month or once a month. So far, a majority of responses were from people living in Amity Township.

### **New Business**

There was a brief discussion about wanting to get the Library Board to visit the Union Township building. Rough dates were floated and an email will be sent out to confirm availability.

**Action Item:** Approve Hiring Muhlenberg Green Architects for Feasibility Study

Lenny Brown made a motion to approve. Victoria Bishop seconded. All in favor. The motion passed.

### **Adjournment**

At 8:38 PM, Lenny Brown made a motion to adjourn. Brooke Halter seconded. All in favor. The motion passed.