

Bethel-Tulpehocken Public Library Board of Trustee
Minutes of the 10th of January 2019 Meeting

In attendance, board members, Mike Najarian, Paul Stauffer, Michelle Hummer, Nancy Guida, and Dora Rodgers,
Library Director: Kaitlin Lehman

Meeting was called to order at 7:07pm. Paul Stauffer made a motion to approve the minutes with a change of: contractor name is Arthur Funk and son. Mike Najarian second the motion and it was approved by voice vote.

Mike Najarian made the motion to approve all the vendor checks and payroll electronic fund transfers from 12/1/2018 through 12/31/2018. In the amounts of \$ 7,743.22 for payroll, and \$ 36,451.56 for vendors, totaling \$ 44,194.78. Dora Rodgers seconded the motion and it was approved by voice vote.

Kaitlin Lehman discussed some of the December programs that were very popular with the families. Kids Crafts had 23 people and the Gingerbread houses had 103 people attend.

Paul Stauffer asked for feedback on the new hours. So far we have only had positive comments about the new hours.

Kaitlin Lehman was going to do employee reviews the week of 1/14/2019 to 1/18/2019.

Mike Najarian talked with Kip about some of the concerns. His reply to some of the questions were, Lack of time to prepare bids properly, need to do it in phases, and library needs to be closed for longer time periods.

Next fundraising meeting will be held Jan. 17th at 7:00 pm.

Kaitlin Lehman was going to have the Annual Budget for 2019 ready for February meeting.

Discussion about sending out donations letters were mentioned since none were sent out lately. It was mentioned that the best time to send the letters are January and February for companies who making their decision for donations for the year. Also, November and December is best for companies looking for tax write offs for the end of the year.

Motion to adjourn the meeting was made by Paul Stauffer, seconded by Mike Najarian and it was approved by voice vote. Meeting was adjourned at 7:49 pm.

Respectfully submitted,

Michelle Hummer, Secretary