



70 Bieber Alley, Kutztown, PA 19530
610-683-5820
Kutztownlibrary.org
kutztownpl@berks.lib.pa.us

Board Meeting Minutes: February 14, 2019

Present: Cathy Ruhf, Ernie Angstadt, Lucy Muth, Robert Shade, Mindy Wagaman, Barbara Coffin

Staff: Janet Yost

Absent: Rebeka Birch, Martin Smith, Harry Heffelfinger, Arabel Elliott, Kutztown Borough Liaison

Meeting was called to order by President, Cathy Ruhf at 7:00 pm.

1. **Secretary's Minutes-** A motion to approve the January minutes was made by Lucy, seconded by Ernie. Motion approved.
2. **Treasurer's Report-** There was one note from the bookkeeper - expense for the tickets for the Flower Show to the Friends was not reimbursed as yet. A total of \$14,832 has been received to date for the annual appeal. Motion to approve the report subject to audit was made by Lucy. Seconded by Ernie. Motion approved.
3. **Library Director's Report-** Janet gave her report. The Dinner on Main may be moving to July and it would not conflict with the Library Express. Bingo will be held at the Lyons Fi8re Company tentatively on April 7 to raise money for youth programs. Since the Library now is the residence of a hamster, a Name the Hamster contest is underway. Update on the PA Forward Gold Star progress: KCL is now on the last level to achieve Gold Star status. There are five goals that need to be addressed. Once all levels are achieved, then there are maintenance goals that need to be maintained to retain Gold Star Status.
4. **BCPL Meeting report.**
 - a. Mindy attended the January meeting as Kutztown's representative. There was discussion about the possibility of having the new voting machines at the libraries so people could see how to use them prior to the election. The Board thought this was a good idea. Reading Library is adding a transparent, safe room that will be available.
 - b. New Trustee Orientation is March 16. Mindy and Bob will go.
5. **BCLP Awards-** KCL has nominated Joanne Yoder for Trustee of the Year - winners to be announced at the awards celebration (Update: Joanne was honored as Trustee of the Year!)

6. **Municipality Liaison Reports.** Ernie attended the Maxatawny meeting and reported on the library events. There were no comments or questions. Please get any updated information to Janet.
7. **Friends Liaison Report.** The Friends are still selling tickets for the trip to the Philadelphia Flower Show in March.
8. **Nominating Committee** - no report
9. **Property Committee.**
 - a. The steps to Constitution Ave are crumbling and dangerous. Clayton's Concrete will remove the top brick step and will replace the concrete, relay the brick and seal. Estimate is for 24 hours of labor @ \$24/hour, \$80 for materials = \$1,160 total cost; grinding down areas and side steps - \$18 hours labor and \$90 materials = \$900; total for both projects is \$2,060. Motion to approve was made by Property Committee, seconded by Lucy. Motion approved.
 - b. The roof is a shingle roof. Some of the shingles are going bad - especially over the front part of the library. Property Committee will get three estimates.

10. Fundraising Committee

- a. The committee will meet after the Board meeting.
 - b. A draft letter to the daycare providing information about the cost of staff visiting the centers was distributed. There were several suggestions to revise the letter and it was decided that \$25 per session was a reasonable request.
11. **Personnel committee** thanked Janet for her 10 years of service to the KCL. Great job, Janet.
 12. **Policy Review**-This year each library policy must be reviewed. Janet will review a few at a time and make recommendations to the Board.
 13. **Library Celebration**- The annual library party for all staff, volunteers and Friends will be held on April 5, 2019. Invitations will be mailed. The Friends have been asked to provide the paper products.

Next Board meeting will be Thursday, March 14, 2019 at 7 pm

Meeting adjourned by 8:00 pm

Respectfully submitted,
Barbara Coffin, temporary secretary