

**Kutztown Community Library
Board of Trustees Meeting
March 9, 2017**

Present: Ernie Angstadt, Doreen Behney, Randi DeAngelo, Mary Laub, Cathy Ruhf, Martin Smith, Joanne Yoder

Others: Janet Yost, Library Director; Peg Devlin, Kutztown Borough Liaison

Absent: Lucy Muth, Barbara Coffin

President Cathy Ruhf called the meeting to order at 7:02 pm.

Approval of the Minutes:

-Mary moved and Joanne seconded approval of the minutes of the January 12, 2017 meeting. The motion carried.

Treasurer's Report:

-This is an audit year for the library. The audit must be completed by October. Martin noted that there was nothing else new to report.

-Joanne moved and Ernie seconded approval of the Treasurer's Report subject to audit. The motion carried.

Library Director's Report:

-Memory Café attendance is low. Janet will check with the Lutheran Home in Topton to see if there is a scheduling conflict.

-Health Program was cancelled due to no sign-ups.

-Wells Fargo approached Janet regarding running financial classes at the library; e.g. a summer class called "How Do You Finance College?"

BCPL:

-Cathy attended the January 18, 2017 meeting, at which the funding formula survey was discussed. The county library system would like to know how the participating libraries would like to see the funds allocated.

-Our discussion of items that should be included in a funding formula included: number of patrons, number of programs and numbers of program participants, population of area served, circulation data, door count, hours open, sharing materials between libraries, computer usage, etc.

-Mary Laub will attend the April 19, 2017 BPL meeting.

Municipality Liaison Reports:

Maxatawny: Mary attended the March 8, 2017 supervisors' meeting.

Lyons: no report

Kutztown: no report

Greenwich: no report

Friends Liaison Report:

-The Friends did not meet in February.

-The Flower Show bus is full.

-The draft operating agreement between the Friends and the Board has been revised as follows:

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The sentence “ The Friends agree to include a member of the Library Administration as a non-voting presence at all Friends’ meetings and allow room on the agenda for a Library report.”, has been revised to now read “ The Library agrees to include a member of the Friends as a non-voting presence at all Library Board meetings.”

Mary Laub moved and Martin seconded the motion to approve the revised Operating Agreement. The motion carried.

Committees:

Nomination: nothing to report

Personnel: no meeting

Fundraising:

- copies of the 2017 Fundraising Plan were distributed
- Mary Laub and her husband have generously donated time and materials for the Giving Tree. Kevin Fegely submitted a proposal to fabricate the tree and make acorns and leaves (recognizing donors) for a total cost of approximately \$1,115.00. **Joanne moved, and Randi seconded, the expenditure of the Giving Tree. The motion carried.**
- Ernie is going to research prices for concrete pads for the tables and benches in the Reading Garden. The donation amount for a table/bench set was also discussed.
- the Memorial and Tribute Gift Giving Program brochure was revised.
- The fundraising committee, in consultation with Janet, developed a tentative plan for the HATCH drive.
- an appeal letter for the HATCH drive was revised.
- Doreen contacted the Kutztown Fire Company for an open date for the Bingo Fundraiser. Sunday, October 15, 2017 was chosen as the date.
- AmazonSmile: the library will sign up for this program. Purchases made by the library will then generate a donation of 0.5% of the price of eligible purchases from the AmazonSmile Foundation.

Property:

- Ernie says he knows a gentleman who could do small projects for the library for \$20/hour.

Old Business: none

New Business:

- A get-together to celebrate the work of the Library was scheduled for Friday, April 7, at 6 p.m. The guest list includes Friends, Board of Directors, volunteers and Library staff. Cathy circulated a signup sheet soliciting food and paper goods.

Other: none

Adjournment: A motion was made by Mary and seconded by Ernie to adjourn the meeting at 8:56 pm. Motion carried. The next meeting will be Thursday, April 13, 2017, at 7:00pm.

Respectfully submitted by Randi DeAngelo, Secretary