

## Board Meeting Minutes: March 14, 2019

### 1. Introductions:

- a. **Present:** Ernie Angstadt, Rebeka Birch, Barbara Coffin, Harry Heffelfinger, Lucy Muth, Cathy Ruhf, Robert Shade, Martin Smith
- b. **Others:** Janet Yost, Library Director, Arabel Elliott, Kutztown Borough Liaison
- c. **Absent:** Mindy Wagaman
- d. **Commencement:** Meeting was called to order at 7:00 pm by Cathy Ruhf

### 2. Approval of the Minutes: Motioned by Martin Smith, moved by Lucy Muth. The motion carried.

### 3. Treasurer's Report: Martin Smith

- a. **Motioned by Barbara Coffin, moved by Harry Heffelfinger to approve the Treasurer's Report subject to audit. The motion carried.**

### 4. Library Director's & Youth Librarian Reports: Janet Yost

- a. BINGO and Book Sales scheduled and are being advertised.
- b. Janet Yost applied for "Network for Good" donor software grant.
- c. Suggested donation letters for outreach programs sent to Shaynah Kinner Daycare and to St. John's Daycare.
- d. Joanne Englehart celebrated 10th anniversary on February 28, 2019.
- e. Charlotte Hoare celebrated 20th anniversary on March 1, 2019.

### 2. BCPL Report:

- a. No report

### 5. Municipality Liaison Reports:

- a. 2019 Municipality reorganization - need updated council names and contact information
- b. Albany – no report
- c. Greenwich – no report
- d. Kutztown – no report
- e. Lyons – no report
- f. Maxatawny – no report

### 6. Friends Liaison Report: Harry Heffelfinger

- a. 3/5/19 Flower Show trip - using Elite; cost: \$80/ticket
- b. No responses for Holiday House Tour plea for houses.
- c. Bus Trip to Winterthur for "Costuming *The Crown*" is being planned for May, 2019, cost will be \$70.00.
- d. **Next meeting: March 19, 2019 at 2:00 pm**

### 7. Committees:

#### a. **Nomination:** Lucy Muth

- i. Barbara Coffin and Lucy Muth have decided to continue as board members for another term.

#### b. **Property:** Ernie Angstadt

##### i. Roof:

1. Martin Roofing Bids - \$5500/30 Year Shingle, \$6800/40 Year Corrugated Metal, \$12,000/50 Year Standing Seam Metal
2. Working on second contractor estimate

##### ii. Sidewalk:

1. Clayton's is in the process of repairing sidewalks; regrouting and sealing; fixing crack in staircase

**c. Fundraising:** Robert Shade

- i. Summer Quest (Cathy Ruhf) - asking local businesses related to certain program to sponsor them - \$200/program or a smaller donation to help defray the cost of a program
- ii. Business Appeal Letter - to be composed in the Spring to tie in with the 70th anniversary; considering sending a "thank you" - sticker, certificate, photo, etc. - to indicate they contributed
- iii. HATCH Campaign - eliminated
- iv. D.C. Bus Trip - looking into Hillwood Estate, Museum and Gardens (Marjorie Merriweather Post) as a destination
- v. Library Express - tie in with 70th anniversary; 40's theme train, Candy Land theme train, Rebeka Birch and Mindy Wagaman will meet at a later date to discuss ideas.

**d. Personnel:**

- i. No report.

**8. Old Business:** Cathy Ruhf

- a. Annual Library Party: April 5th, 2019 at 6 pm for Friends, Employees, Volunteers, Board

**9. New Business:**

- a. Complete Policy review and add a Program Policy
- b. Board met with Ben Haas, Financial Planner to discuss options for an Endowment Fund. Vote to proceed will be tabled until next meeting.

**10. Other:**

- a. **Next Board Meeting – Thursday, April 11, 2019 @ 7 pm**
- b. **Next BCPL meeting: Wednesday, April 17, 2019 @ 7 pm**
- c. **Next Friends Meeting: March 19, 2019 @ 2:00 pm**

**11. Motion to adjourn: 8:29 pm by Ernie Angstadt, moved by Lucy Muth. The motion carried.**

**Respectfully submitted by Rebeka Birch, Secretary**

**Amended and approved April 10, 2019**