

**Kutztown Community Library  
Board of Trustees Meeting  
September 14, 2017**

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

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

**Absent:** Lucy Muth

President Cathy Ruhf called the meeting to order at 7:07 pm.

**Approval of the Minutes:**

- Mary moved and Martin seconded approval of the minutes of the August 10, 2017 meeting. The motion carried.

**Treasurer's Report:**

-The library has received \$144.00 in interest from our Capital One savings account and almost \$43,000 in passport revenue. The local municipalities (Kutztown, Greenwich, Maxatawny, and Lyons) have paid their 2017 budgeted contributions to the library. Of the money budgeted for 2017 salaries, 62% was spent to cover salaries through July (we haven't received August's bill yet). Janet noted that the library's expenditures on youth and adult media materials should be adjusted in next year's budget. Travel expenses are up.

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

**Library Director's Report:**

-Taylor concluded Family Place training.

-A clerk Level I position may be available soon. Janet has begun preliminaries to open the position in-house first, and will be prepared to advertise afterward if necessary.

-We received the Teen Reading Lounge grant. There will be training on Friday September 29 in Harrisburg. Janet mentioned that Joanne Englehart will also be attending.

-The recently-banned patron has not returned to the Library.

**BCPL:**

-Janet went on Cathy's behalf at directors meeting. Janet stated that there was nothing outstanding to mention.

-Janet did note that a conversation was held regarding keeping program statistics; the discussion concluded that a task force to resolve this question was not needed.

**Municipality Liaison Reports:**

*Maxatawny:* Mary attended the township meeting (9/13). The ability to get passports at the library aroused interest.

*Lyons:*

*Kutztown:*

*Greenwich:*

*Albany:*

-Cathy and Mary have created a slide show with the theme—Building a Stronger Community—to present to the municipalities as part of the annual funding appeal to them.

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**Friends Liaison Report:**

- Joanne informed us that the Friends are moving on with Holiday House Tour. The tour will include and the Zion Union Maxatawny church and five historic homes.
- The Board would like to thank the Friends for the display cart for junior and young adult books.
- The Operating Agreement between Friends and Boards was signed by the Friends.

**Committees:**

**Nomination:**

- Two nominees were put to a vote: Mindy Wagaman and Rebekah Birch.  
**The Nominating Committee moved and Joanne seconded approval of the nominees to the Board for the term beginning in January 2018. The motion carried.**

- Next up was the slate of officers beginning in 2018.

**The Nominating Committee moved and Joanne seconded the appointment of Cathy Ruhf, President; Barbara Coffin, Vice President; Martin Smith, Treasurer; and Joanne Yoder, Corresponding Secretary. The motion carried.**

- The Board decided to fill the Secretary position at a future meeting.

**Personnel:**

- Cathy reported on a seminar on employment law she attended. She found it very interesting and helpful for hiring and personnel matters, although probably more useful for directors than board members (with the exception of the director's evaluation in which all Board members should participate).

**Fundraising:**

**Bingo**

- The Bingo event is scheduled for Sunday Oct. 15. Tickets are on sale at the circulation desk. The Bingo event signs were distributed to Board members to deliver for display in local businesses and public buildings. The event will be extensively advertised (e.g., Merchandiser, local radio stations). Mary Laub graciously agreed to organize a bake sale. The Library received many generous prize donations from local businesses. There was discussion on the merits of a raffle vs. a silent auction; this question will be reviewed at the Fundraising Committee meeting on Tuesday September 19 at 9 am.

**NYC Bus Trip**

- The trip is scheduled for Saturday Oct. 14. Five seats remain unsold. Board members will donate water and snacks for participants.

**Annual Appeal**

- Cathy wrote an excellent letter which will be part of the appeal package. A suggestion was made to link the appeal letter with the appeal brochure. Everything will hopefully be ready by the end of this month.
- The Business Appeal was tabled until next year.

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**Property:**

- Milt Bush repaired the foyer door. We have not yet received a bill from him.
- The Entech engineer has toured the building and will submit proposal for the new HVAC system by September 20.
- The Keystone grant requires quarterly reports, which Janet will write.

**Old Business:**

**Memorial Project**

- Cathy distributed a document titled "Kutztown Community Library Memorial/Tribute Gift Responsibilities", describing the fundraising committee's responsibilities regarding these gifts, and further instructions about documenting donor information as it is to be engraved on acorns or leaves, and how to pass on that information to Kevin Fegely, the engraver.
  
- The possibility of having a person from the fundraising committee oversee the Memorial Tree project will be discussed at a future meeting.

**New Business:**

- The library has been nominated for the NE Berks Chamber of Commerce 2017 Shining Star awards, as Outstanding Nonprofit of the Year. Any Board members wishing to attend should let Janet know by Monday September 18.
- Ernie will attend the BCPL Oct 18<sup>th</sup> meeting,

**Other:**

**Adjournment: A motion was made by Mary and seconded by Ernie to adjourn the meeting at 8:42 pm. Motion carried. The next meeting will be Thursday, October 12, 2017, at 7:00 pm.**

**Respectfully submitted by Randi DeAngelo, Secretary**