

Board Meeting Minutes: November 13, 2018

1. Introductions:

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

2. Approval of the Minutes: Motioned by Joanne Yoder, moved by Martin Smith. The motion carried.

3. Treasurer's Report: Martin Smith

- a. 2019 Budget was presented: sent back for further review
 - i. Income generating ideas discussed
 1. Acquiring \$1 per capita from Greenwich
 2. Sponsors for summer reading and programs, donation boxes, adding program attendees to mailing list
 3. HATCH campaign for roof
- b. Monthly Report
 - i. There were big one-time expenses (2018): AED, parking lot, HVAC (total of approximately \$51,000- HATCH campaign and Keystone grant will cover)
 - ii. Many program cost are offset by grants and gifts from the Friends
- c. **Lucy Muth moved and Joanne Yoder seconded approval of the Treasurer's Report subject to audit. The motion carried.**

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

- a. Modified Monthly Statistics spreadsheet to include STEM activities

2. BCPL Report- November 7, 2018 meeting Joanne Yoder:

- a. Outreach planned for Meals and Wheels and New Mothers.
- a. Formula distributed
- b. There are some changes to circulation policies and late fees

5. Municipality Liaison Reports:

- a. Albany – Lucy Muth asked to increase, they were very receptive, they've budgeted to give us \$750 for 2019, will ask for \$1000 for 2020
- b. Greenwich – no report, Barbara Coffin absent
- c. Kutztown – Martin Smith, Joanne Yoder and Cathy Ruhf attended, asked for 10 cents increase per capita
 - i. There was a board suggested that we explore advertising hotspots in the Borough Newsletter
- d. Lyons – Doreen Behney asked for increase
- e. Maxatawny – Ernie Angstadt will attend and ask for 10 cents per capita increase and give report

6. Friends Liaison Report - October 16, 2018 meeting: Joanne Yoder:

- a. 12/2/18 – Longwood Gardens bus trip scheduled with the hope of filling 1 bus and optionally 2 – Elite bus - \$82/adult, \$63/child
- b. Vendor bingo - on agenda for next week
- c. 3/5/19 Flower Show trip - still working on cost

7. Committees:

- a. **Nomination:**
 - i. Rebeka Birch is calling nominees - no responses to calls yet

- ii. Bob Shade has agreed to be a trustee - Janet will contact
- iii. Officers 2019: President- Cathy Ruhf, VP- Barb Coffin, Treas.- Martin Smith, Sec.- Rebeka Birch, Corresponding Sec.- unfilled
- iv. **Vote minus corresponding secretary - motioned by Ernie, 2nd by Lucy, motion carried**

b. Property:

- i. HVAC - there are 2 items left on the punch list
- ii. Janet Yost will contact suggested handymen and a mason
- iii. Parking lot - 11/8/18 hole fixed (\$3122 - lower than the estimated)
- iv. Memorial benches
 - 1. Ernie Angstadt left a message with Boy Scout about the project.
 - 2. Cathy Ruhf will contact Clayton concrete to see if they can pour 1 pad for the bench already requested
- v. Former furnace room - new handyman will work on creating storage space

c. Fundraising:

- i. Library Express with Allentown Auburn Railroad
 - 1. Weekend of Kutztown Day 8/3/2019, \$500 for four trains
 - 2. Asked KCP to advertise with Kutztown Day
- ii. Annual appeal letters – so far 91 donors, \$6,481
- iii. Bus Trip
 - 1. NYC bus trip - ran smoothly, need final numbers. Suggested that there be an informational meeting on activities
 - 2. Discussion about exploring more bus trips to NYC or other locations.

d. Personnel:

- i. Will be working on Janet Yost's yearly evaluation

e. Strategic Plan:

- i. Freshen-up Mission Statement
- ii. Will be used to create Goals & Objectives for 2019
- iii. **Motion to approve by - Lucy Muth, 2nd by Rebeka Birch, motion carried**

8. Old Business:

- a. Goals & Objectives 2018 was reviewed and the following items need to be addressed:
 - i. Collect information for non-county patrons for next year
 - ii. Municipality Official Gathering
 - iii. Investigate library credit card

9. New Business:

- a. Municipality Library Report - Rebeka Birch will complete and email for Janet Yost's approval
- b. Board Position Descriptions: Trustees will review descriptions and suggest changes at next meeting
- c. Closing dates 2019:
 - i. 1/1, 5/27, 7/4, 9/2, 11/28, 12/25, 1/1/20, close early: 11/27, 12/24, 12/31
 - ii. tabled approval until next meeting with new budget
- d. Board meeting dates for 2019:
 - i. 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, no July meeting, 8/8, 9/12, 10/10, 11/14, 12/12
- a. Ben Haas (financial advisor) Cathy Ruhf will approach to create a presentation of options for endowment fund

10. Other:

- a. **Next Board Meeting – Thursday, December 13, 2018 @ 7 pm**
- b. **Next BCPL meeting:**
- c. **Next Friends Meeting:**

11. Motion to adjourn: 8:52 pm by Ernie, moved by Lucy. The motion carried.