

---

## Board Meeting Minutes December 14, 2017

---

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

**Others:** Janet Yost, Library Director; Peggy Devlin, Kutztown Borough Liaison; Rebekah Birch, 2018 trustee

**Absent:** Lucy Muth

Vice-President Mary Laub called the meeting to order at 6:02 pm.

### **Approval of the Minutes:**

- Ernie moved and Joanne seconded approval of the minutes of the November 9, 2017 meeting. The motion carried.

### **Treasurer's Report:**

-Martin reviewed the 2017 budget. He mentioned that the income from Albany is new and noted that HATCH income substantially exceeded projections. The Appeal Letter campaign has brought in \$7,261 to date, which is below projections.

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

Discussion then shifted to the 2018 budget.

-Janet reported that she discussed security cameras with Chief Summers of the Kutztown Police Department. Chief Summers indicated that the police department is willing to monitor the cameras and determine locations for installation, on the condition that a system that meets the department's requirements is installed. Such a system will cost approximately double the budgeted amount.

An amendment to the 2018 budget will be made when the final cost of the system is determined.

-The Library now has 10 hot spot devices that are ready to go into service. We are charging \$40/month. As each device costs us \$29.50/month to operate, we profit \$10/month/device. Janet is hoping that this program will bring in substantial revenue.

-Martin proposed a \$3/hour increase to full-time Youth Librarian Taylor Kutz's salary. Taylor has been and continues to be a wonderful addition to the Library.

**Barbara made a motion to increase Taylor Kutz's salary by \$3/hour beginning with the first pay period of 2018. Ernie seconded, and the motion carried.**

**Joanne made a motion to approve the 2018 budget as discussed. Ernie seconded, and the motion carried.**

**Library Director's Report:**

-Janet noted that the Shining Star and Wells Fargo awards are on display.

Janet has switched magazine subscription sourcing to Amazon Magazine Service, as the previous source, The Tenth Muse, was found to be unsatisfactory.

Departing Board members (Mary and I) and departing Borough Liaison (Peggy) were thanked and honored with books donated to the collection. Janet's thoughtful choices of books for each of us were spot-on.

**Municipality Liaison Reports:**

*Maxatawny:* Mary Laub attended the December 13 meeting. The supervisors approved, according to the bylaws, new library trustees Rebekah Birch and Mindy Wagaman. Mary thanked the supervisors for their funds for the Library, and the supervisors noted they appreciate and enjoy her reports about the library's activities.

There were no other Municipality Liaison reports.

**Friends Liaison Report:**

-Joanne reported that although there was no regular December meeting, a post-Holiday House Tour meeting was held on December 11.

256 individuals attended the Holiday House Tour, and \$4,599.48 was raised. Joanne noted that the Tour was well received, and she feels the Tour generated a lot of goodwill in the community and toward the library.

Tori Bieber's hard work and contributions to the Holiday House Tour were instrumental in its success, and deserve recognition and thanks.

The Friends are now zeroing in on possible House Tour locations for 2018.

The Friends officers of 2017 will continue to serve through 2018.

The next Friends meeting is scheduled for January 16, 2018.

**Committees:****Nomination:**

-Nothing to report.

**Property:**

-Martin and Ernie met with the Boy Scout (David Moyer, Jr.). He has to get approvals, but things look good. Ernie explained that the Eagle Scout candidate, as required by the Scouts, has to organize a fundraiser for the money for the pads and install the pads. He has to fasten the tables and benches. He has to go to the Council and make his proposal for their approval. This project probably will have to wait until spring 2018 for its completion.

-HVAC: Janet noted that bid proposal is being finalized, and then will go out for bidding.

**Fundraising:**

-Cathy reported the amount raised by the Annual Appeal Letter (see Treasurer's Report).

The library would like to continue the NYC bus trip fundraiser and would like to reserve a bus for the third Saturday of October 2018. A bus has not yet been reserved, but would need to be soon.

Joanne noted that at a previous Friends meeting they had discussed securing tickets for a future December NYC bus trip, including tickets to Radio City. She wanted to make sure that this would be acceptable in conjunction with the Library's planned bus trip. The board agreed with the Friends' plan.

**Personnel:**

-Janet recused herself and left the room. Cathy then circulated copies of Janet's evaluation (written by the Personnel Committee) to board members for review and comment. Cathy wanted to extend a big thank-you to Peggy Devlin for all of the good work she has done for the library as Kutztown Borough Liaison. Peggy announced that the new Borough Liaison will be Arabel Elliott.

**BCPL:**

-Cathy attended the November 15 meeting. The district center, Reading Public Library, was discussed. Cathy co-presented about the Teen Reading Lounge and the presentation was well-received. The new funding formula might be ready in spring. The BCPL awards ceremony is on February 21. Talk to Janet if you would like to nominate someone.

**Old Business:**

None

**New Business:**

-2018 Goals and Objectives: Cathy stated that Janet is finishing writing them.

**Other:**

-Mary expressed the hope that someone will continue her municipality liaison reports that are forwarded to those entities. Cathy said they are thinking of using the monthly newsletter as a basis to create reports tailored to the municipalities.

BCPL meeting schedule 2018: January 17 (Cathy will attend), April 18, August 15, November 7 (Joanne will attend).

**Adjournment: A motion was made by Mary and seconded by Randi to adjourn the meeting at 7:12 pm. Motion carried. The next meeting will be Thursday, January 11, 2018, at 7:00 pm.**

**Respectfully submitted by Randi DeAngelo, departing Secretary**