

**Board Meeting Minutes: December 13, 2018**

**1. Introductions:**

- a. **Present:** Rebeka Birch, Barbara Coffin, Lucy Muth, Cathy Ruhf, Martin Smith, Mindy Wagaman, Joanne Yoder
- b. **Others:** Janet Yost, Library Director
- c. **Absent:** Ernie Angstadt, Doreen Behney, Arabel Elliott, Kutztown Borough Liaison
- d. **Commencement: Meeting was called to order at 7:02 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. Budget:
  - i. \$9,000-\$10,000 off of budget
  - ii. Funding - close extra days, encourage Greenwich to give per capita, additional fundraisers, ask for suggested donations for programs – Shaynah Kinner, library funding article for newspaper, passport/wifi info mailers, Friends funding, funeral home advertisements, cut programs
  - iii. **Budget Approval - Barbara Coffin moved, Lucy Muth seconded, motion carried**
- b. **Joanne Yoder moved, Barbara Coffin seconded approval of the Treasurer's Report subject to audit. The motion carried.**

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

- a. Insert designed for December Kutztown Borough utility bill promoting passports and hotspots
- b. Keystone Grant Punch list completed, funds received, reports submitted
- c. Program donation baskets

**2. BCPL Report- no meeting**

**5. Municipality Liaison Reports: Cathy Ruhf**

- a. Albany – no report
- b. Greenwich – no report
- c. Kutztown – no report
- d. Lyons – no report
- e. Maxatawny – no report

**6. Friends Liaison Report - November, 2018 meeting: Joanne Yoder**

- a. No December meeting
- b. Focus on fundraising
- c. 12/2/18 – Longwood Gardens bus trip broke even
  - i. Future suggested trip to Japanese House & Gardens
- d. Vendor bingo - tabled until January
- e. 3/5/19 Flower Show trip - using Elite
- f. Approx. \$14,000 in bank from fundraisers
- g. Friends paid for KCPL parking lot costs \$3,000+

**7. Committees:**

- a. **Nomination: Cathy Ruhf/Rebeka Birch**
  - i. Corresponding Secretary nomination tabled until January
  - ii. **The Nominations Committee proposed the nomination of Robert Shade, representing Kutztown, and Harry Heffelfinger, representing Greenwich, to Board terms starting**

**January 2019. Cathy Ruhf seconded. An electronic vote was held via e-mail on 12/19/2018. The nominations passed.**

**b. Property:** Cathy Ruhf/Martin Smith

- i. Joyce James, cleaner, has been contacted
- ii. Steve Groff, handyman, began property project list
- iii. Trevor Greenawalt, plumbing services
- iv. Roof estimates in budget - HATCH campaign
- v. Memorial benches are tabled until 2019
- vi. Donor for memorial bench is donating book purchases instead

**c. Fundraising:** Cathy Ruhf

- i. 2019 - 70th Anniversary of the KCPL
- ii. Annual appeal to date: 165 donors, \$11,000+
- iii. Possibly add a 5th train to the Library Express
- iv. Bus trip to D.C. during Cherry Blossom Season
- v. Restaurant fundraisers - Joanne Yoder will follow up with Valentino's

**d. Personnel:** Cathy Ruhf

- i. Janet Yost's evaluation

**1. Motion to approve by Mindy Wagaman, 2nd by Joanne Yoder, motion carried**

- ii. Table vote to raise Taylor's hours from 35-40 until next year

**8. Old Business:** Cathy Ruhf/Janet Yost

**a. Approval of Board Meeting dates - motion to approve by Mindy Wagaman, 2nd by Barbara Coffin, motion carried**

- b. Board responsibility descriptions - board will continue to review and amend as needed

**9. New Business:** Cathy Ruhf/Janet Yost

- a. Summer reading program - sponsorship cost, approach specific businesses about sponsoring specific programs
- b. "Getting on Board" binders - available in Janet Yost's office for reference, working on PDF version
- a. Ben Haas (financial advisor) Cathy Ruhf will approach to create a presentation of options for endowment fund to be presented at the March Board Meeting
- b. Lucy Muth has approached Hawk Mountain for the library for a family pass and has compiled a backpack with kid's reference books and beginning bird watching tools for families to check-out with the pass
- c. The board recognizes and thanks Joanne Yoder and Doreen Behney for their service and presents them with the following books dedicated to them:
  - i. Joanne Yoder A Home in the Barn by Margaret Wise Brown
  - ii. Doreen Behney The Christmas Tree Who Loved Trains by Annie Sivestro

**10. Other:**

- a. **Next Board Meeting – Thursday, January 10, 2019 @ 7 pm**
- b. **Next BCPL meeting:**
- c. **Next Friends Meeting:**

**11. Motion to adjourn: 8:24 pm by Lucy Muth, moved by Barbara Coffin. The motion carried.**

**Respectfully submitted by Rebeka Birch, Secretary**