
Board Meeting Minutes: January 9, 2020

1. **Commencement:** Meeting was called to order at 7:01 pm by Cathrine Ruhf.
2. **Introductions**
 - a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Judy Koller, Lucy Muth, Cathrine Ruhf, Robert Shade, Mindy Wagaman
 - b. Others: Janet Yost, Library Director,
 - c. Absent: Martin Smith, Arabel Elliott, Kutztown Borough Liaison
3. **Reorganization**
 - a. President- Cathrine Ruhf
 - b. V. President- Barbara Coffin
 - c. Treasurer- Martin Smith
 - d. Secretary- Robert Shade
 - e. Motion to accept the slate of officers was made by Lucy Muth and seconded by Barb Coffin. Motion carried.
4. **Committee Assignments**
 - a. Nominations- Lucy Muth (*chair*), Mindy Wagaman
 - b. Personnel- Cathy Ruhf (*chair*), Barbara Coffin, Lucy Muth
 - c. Property- Martin Smith (*chair*), Bob Shade
 - d. Fundraising- Barbara Coffin & Harry Heffelfinger (*co-chairs*), Cathy Ruhf, Judy Koller, Linda Foulke
 - e. BCLP representative- Mindy Wagaman
5. **Board Minutes**
 - a. Correction made that the Board decided not to hold the Usborne fundraiser.
 - b. Motion to approve the Board Minutes with correction was made by Lucy Muth and seconded by Harry Heffelfinger. The motion carried.
6. **Treasurer's Report**
 - a. BB&T signature cards were re-signed.
 - b. Motion made to accept the Treasurer's Report subject to audit was made by Barbara Coffin and seconded by Lucy Muth. The motion carried.
 - c. Motion to approve the 2020 budget was made by Mindy Wagaman and seconded by Lucy Muth. The motion carried.
7. **Finance committee**
 - a. Discussion was held on establishing a Finance Committee to act in an advisory role forming a foundation of financial expertise with a longer term commitment
 - b. Procedures will need to be developed that incorporate the scope of work, skills and characteristics of members and time commitment
 - c. Suggestions of members- Martin Smith (Treasurer) Mary Edwards and Gary Bond
8. **Library Director's & Youth Librarian Reports**
9. **BCPL Report**

- a. No report

10. Municipality Liaison Reports

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

11. Friends Liaison Report

- a. Harry Heffelfinger reported that there was no December meeting.
- b. Philadelphia Flower Show has 18 seats sold

12. Committees

a. Nominations

- i. Board member nominee – Judy Koller, Maxatawny
- ii. Motion to approve Judy Koller as Board member was made by Harry Heffelfinger and seconded by Barb Coffin. The motion carried.

b. Property

- i. No report

c. Fundraising

- i. Annual Appeal – currently 186 returns totaling \$18,900
- ii. Nesting Box Fundraiser – Lucy reported that the event needs to move to April 25 and 26 due to a question of zoning and food trucks.
- iii. NYC bus trips have not sold seats.

d. Personnel

- i. Employee evaluation needs to be done.

13. Old Business

- a. 2020 Goals and Objectives. Motion was made to approve 2020 Goals & Objects by Barbara Coffin and seconded by Lucy Muth. Motion carried.
- b. Bylaws and Mission Statement passed with an e-vote on December 30, 2020.

14. New Business

- a. Summer Quest sponsorships- Taylor Kutz requested that the Fundraising Committee repeat this program. Programs are being registered now.

15. Other

- a. None

16. Next Meeting: Thursday, February 13, 2020 at 7 p.m.

17. Adjournment: Motion to adjourn was made at 7:56 p.m. by Mindy Wagaman and seconded by Lucy Muth. Motion carried.

Respectfully submitted by Janet Yost, Library Director