

Kutztown Community Library
Board Meeting Minutes: March 12, 2020

1. **Introductions:**
 - a. Present: Judy Koller, Lucy Muth, Cathy Ruhf, Robert Shade*
 - b. Others: Janet Yost (Library Director)
 - c. Absent: Barbara Coffin, Arabel Elliot (Kutztown Borough Liaison), Linda Foulke, Harry Heffelfinger, Martin Smith, Mindy Wagaman
 - d. **Commencement: Ms. Ruhf called the meeting to order at 6:56 p.m.**
2. **Review of the minutes**
3. **Treasurer's Report:** No report
4. **Library Director's and Youth Librarian's Reports:** Ms. Yost
 - a. Signs are being distributed for bingo on April 15. The event will be postponed if necessary, but not cancelled.
 - b. In response to the Coronavirus outbreak the staff has been making antibacterial spray, cleaning various areas of the library, disposing of some hard-to-clean toys, and wiping down books as they enter and leave the library.
 - c. Ms. Kutz applied for and received a \$3,500 Innovative Intern Initiative grant from the Public Library Association. The grant will pay for a summer internship for a high school student who will be a junior, senior or college freshman in the fall.
 - d. Ms. Yost is collecting information from other libraries in our system to see how they are responding to the Coronavirus threat.
5. **BCPL Report:** No report
6. **Municipality Liaison Reports:** No reports
7. **Friends Liaison Report:** Ms. Yost reported that 40 people went on the Philadelphia Flower Show bus trip.
8. **Committees:** Ms. Ruhf
 - a. **Fundraising:** (Ms. Coffin, Mr. Heffelfinger, Ms. Ruhf, Ms. Koller, Ms. Foulke)
 - i. **New York City bus trip:** Ms. Ruhf reported that the trip was cancelled due to low response and Coronavirus concerns. Two of the ticket holders donated their refunds to KCL. The October 3, 2020, trip to NYC is still on.
 - ii. **Summer Quest:** Ms. Ruhf and Ms. Kutz have begun approaching sponsors for the 2020 program
 - iii. **Library Express:** The committee is considering not scheduling a run this summer due to the large number of other scheduled runs and is looking into other fundraising opportunities.
 - iv. **Nesting Box:** Still on hold.
 - b. **Property:** (Mr. Smith, Mr. Shade): Mr. Shade reported that the borough added an arrow to the directional sign on Constitution Boulevard.
 - c. **Personnel:** (Ms. Ruhf, Ms. Coffin, Ms. Muth): No report.
 - d. **Nominations:** (Ms. Muth, Ms. Wagaman): No report.
9. **Old Business:** Ms. Ruhf reported that we cannot hold our annual Library Celebration Dinner on April 24 due to a conflict with the large book sale. Will schedule for Friday, May 8 (6 p.m.) instead.

- 10. New Business:** Ms. Yost reported that KCL's Library Behavior Policy has been updated and will be voted on at a later date.
- 11. Other: Next Board Meeting Thursday, April 9, 2020, at 7 p.m.**
- 12. Motion to Adjourn (7:37 p.m.) Ms. Muth moved, Ms. Koller seconded. The motion carried.**

*** No votes were taken due to the absence of a quorum.**