

Kutztown Community Library
Board Electronic Meeting Minutes
September 10, 2020

1. Introductions:
 - a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Judy Koller, Lucy Muth, Cathy Ruhf, Robert Shade, Mindy Wagaman
 - b. Others: Janet Yost (Library Director)
 - c. Commencement: Ms. Ruhf called the meeting to order at 7:06 p.m.

2. Approval of the Minutes of the August Board Electronic Meeting: A motion was made to approve the Minutes of the August meeting. The motion carried.

3. Treasurer's Report: Mr. Heffelfinger reported that he opened a long-term investment account with Haas Financial in anticipation of receiving donations of stock to the library. It appears that two donors are planning to make such donations in the near future.

Mr. Heffelfinger reported that he mailed letters to the municipalities in the Library's service area to request that they release the funds they approved in the current budget.

Mr. Heffelfinger requested two motions to request changes to the 2020 budget: One to increase the amount in the budget for Audit Review to \$3,650 from the budgeted \$3,550, the other to increase Dues and Memberships to \$538 from the budgeted \$500. Motions were made to approve both items. The motions carried.

Mr. Heffelfinger discussed the preliminary 2021 budget and asked that comments and suggestions be made at the October meeting.

4. Approval of the Treasurer's Report: A motion was made to approve the Treasurer's Report subject to audit. The motion carried.

5. Library Director's and Youth Librarian's Reports: Ms. Yost reported that the County system created annual reports in a standard one-page format based on input from each library.

6. BCPL Report: Ms. Wagaman reported that the Board reviewed letters requesting that funding for the West Lawn Library be maintained. The Board approved the funding formula for 2021, which does not include funding for the West Lawn Library.

7. Municipality Liaison Reports: No reports.

8. Friends Liaison Report: No report.

9. Committees: Ms. Ruhf
 - a. Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Ruhf, Ms. Koller, Ms. Foulke)
 - i. The Boone-area Library has ducks we could borrow for a duck derby fundraiser on the Saucony.

11. Ms. Ruhf noted that we want to mail letters requesting donations in October.

b. Property: (Mr. Shade) Ms. Yost reported that she received a call from Helen Breidegam, who offered to pay for repairs to the roof and asked her builder, Wayne Stump, to look at it. Mr. Shade added that he left a phone message for Mr. Stump and would make the necessary arrangements to have him look at the Roof and ascertain whether Mrs. Breidegam would be willing to pay for the Immediate repairs as well as the refurbishing of the entire main roof.

c. Personnel: (Ms. Ruhf, Ms. Coffin, Ms. Muth) One non-board member has agreed to serve on the new Financial Committee.

d. Nominations: (Ms. Ruhf, Ms. Wagaman) Ms. Ruhf noted that we need to fill the open Kutztown position. Ms. Yost reported that she created an online application for prospective candidates to complete and return. She will share any responses with the nominating Committee.

10. Old Business: None.

11. New business:

a. Policy Review

i. Mission Statement: The Board reviewed the current Mission Statement and made no changes to it. A motion was made to keep the Mission Statement as is. The motion carried.

ii. Personnel Policy: The Board made several revisions to the Personnel Policy. A motion was made to accept the revisions. The motion carried.

iii. Financial Committee Policy: The Board reviewed and made several changes to the proposed Financial Committee Policy. The policy will be brought up for a vote at the October meeting.

b. 2021 Goals and Objectives: Ms. Yost reviewed preliminary Goals and Objectives for 2021, noting that many of the 2020 Goals and Objectives were accomplished in spite of disruptions caused by Covid. The 2021 Goals and Objectives will be finalized and submitted for approval by the end of the year.

c. Municipal Appeal: Most municipalities are doing virtual meetings, so in lieu of personal appearances we may create PowerPoint or videotaped presentations to share at municipal meetings.

d. Haas Financial Investment Account: Mr. Shade noted that for control purposes we need two signatories on our new account with Haas Financial. Ms. Ruhf, as President, will join Mr. Heffelfinger, as Treasurer, as a signatory.

e. Training: Ms. Ruhf noted that at least one more board member needs to complete approved training by the end of the year.

12. Other: Next Board Meeting Thursday, Oct. 8, 7 p.m.

13. Motion to Adjourn (8:29 p.m.): A motion was made to adjourn. The motion carried.

Respectfully submitted by Robert Shade, Secretary