

**Kutztown Community Library
Board Electronic Meeting Minutes
October 8, 2020**

1. Introductions:

- a. Present: Barbara Coffin, Harry Heffelfinger, Judy Koller, Lucy Muth, Cathrine Ruhf, Robert Shade, Mindy Wagaman
- b. Others: Janet Yost (Library Director), Stephanie Williams (District Consultant)
- c. Absent: Linda Foulke
- d. **Commencement: Ms. Ruhf called the meeting to order at 7:06 p.m.**

1. Briefing by Stephanie Williams, District Consultant: Ms. Williams explained how the Reading Library District functions differently from the Berks County Public Library System.

- a. We receive district aid from the state; it is retained by Reading Public Library as the District Center. It is not distributed to other libraries the way the state aid the system receives is distributed to local libraries in the funding formula.
- b. The Reading Public Library Board of Trustees maintains oversight of district services and staff. Ms. Williams collaborates with Berks County Public Library System, but she reports to the Reading Public Library Board while Amy Resh, System Administrator, Berks County Public Library System, reports to different trustees.
- c. Ms. Williams' role is to help the county's library directors and boards interpret the State Library Code and the regulations and ensure that all the necessary reports are filed accurately and on time with the Office of Commonwealth Libraries. Among other things, Ms. Williams can provide policy samples and information on board governance.
- d. Districts across the state vary in size and geographic setup. Berks County is one county with one district and one library system. Other districts in the state have as many as 11 counties for one district with multiple library systems.
- e. Reading Public Library as District Center must serve all members of the library system. We also have two libraries (Wyomissing and Oley Valley) that are not part of the system but receive state aid.

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

3. Treasurer's Report: Mr. Heffelfinger

- a. We received Greenwich Township's 2020 \$1 per capita contribution to the library but have not yet received contributions from the Borough of Kutztown or the townships of Maxatawny and Albany.
- b. **Approval of the Treasurer's Report subject to audit: 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

- a. Ms. Yost and Jackee Sharayko completed a Tools for Tense Situations course.
- b. Taylor Kutz created a video presentation for use by trustees participating in virtual borough council and township supervisors' meetings. Ms. Kutz also spoke to several middle school classes about the library's youth programs.
- c. Training on how to write an obituary is being offered on October 12.

6. BCPL Report: Ms. Wagaman

- a. No meeting, no report.

7. Municipality Liaison Reports: Ms. Ruhf

- a. Albany: (Ms. Foulke and Ms. Muth) Ms. Muth will get on the agenda for the next meeting.

- b. Greenwich: (Ms. Coffin and Mr. Heffelfinger) Holding in-person meetings; Mr. Heffelfinger will get on the agenda and will either attend or provide link to video presentation.
 - c. Kutztown: (Ms. Ruhf and Mr. Shade) Mr. Shade got on the agenda for the October meeting and will provide the link to the video presentation.
 - d. Lyons: No report
 - e. Maxatawny: (Ms. Koller and Ms. Wagaman) Ms. Wagaman will get on the agenda for the next meeting.
8. **Friends Liaison Report:** Mr. Heffelfinger reported that the Friends are launching a holiday fund raiser called “Fall Friendsgiving” involving the sale of recipes for the holiday season. They’re also doing a bag book sale.
9. **Committees:** Ms. Ruhf
- a. **Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Ruhf, Ms. Koller, Ms. Foulke)** Ms. Ruhf and Ms. Yost are working on a fall community appeal letter. Ms. Muth is exploring options for a fundraiser involving the creation of a quilt featuring local authors.
 - b. **Property: (Mr. Shade)** Mr. Shade reported that Wayne Stump patched a few holes in the roof and will return to repair any inside damage once it appears the repairs were effective. Mr. Stump will also come up with a price to recoat or otherwise refurbish the main roof and present it to Mrs. Breidegam to see if she’d be interested in paying to have the work done. Mr. Shade will let Mr. Heffelfinger know the anticipated cost so he can include it in next year’s budget.
 - c. **Personnel: (Ms. Ruhf, Ms. Coffin, Ms. Muth)** No report.
 - d. **Nominations: (Ms. Muth and Ms. Wagaman)** Ms. Muth reported that the committee received nominations for two promising candidates. Ms. Muth will invite them to attend an upcoming meeting. Ms. Coffin, Mr. Heffelfinger and Mr. Shade offered to stay on in their roles as Vice President, Treasurer and Secretary, respectively. No one offered to serve as President for the next term. Ms. Ruhf offered to speak to anyone who may be interested in learning more about what the position entails.
- Old Business:**
- a. **The draft of the Finance** Committee position description didn’t contain the changes discussed at last month’s meeting, so Ms. Yost will update and resend it in preparation for next month’s meeting.
 - b. Ms. Ruhf is making arrangements to be named the second authorized signer on our new investment account.
 - c. Ms. Wagaman suggested that the library staff’s names and photos be added to the video presentation for the upcoming municipality meetings.
 - d. The Board reviewed the library’s Service Agreement with the Borough of Kutztown. A motion was made to allow the agreement to automatically continue in force with no changes. The motion passed.
 - e. Ms. Koller and Mr. Shade have registered for one of the virtual trustee training sessions being offered in October.
11. **New Business:** No new business.
12. **Other: Next Board meeting Thursday, November 12, 2020, at 7 p.m.**
13. **Motion to Adjourn: (8:19 p.m.) Ms. Wagaman moved, Ms. Muth seconded. The motion carried.**

Respectfully submitted by Robert Shade, Secretary