

Kutztown Community Library
Board Electronic Meeting Minutes

November 12, 2020

- 1. Introductions:**
 - a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Judy Koller, Lucy Muth, Cathy Ruhf, Robert Shade
 - b. Others: Janet Yost (Library Director)
 - c. Absent: Mindy Wagaman
 - d. **Commencement: Ms. Coffin, vice president, called the meeting to order at 7:07 p.m., prior to Ms. Ruhf's arrival.**
- 2. Approval of the October Board Electronic Meeting Minutes. A motion was made to approve the minutes of the October meeting with one correction regarding attendance. The motion carried.**
- 3. Treasurer's Report: Mr. Heffelfinger**
 - a. The library received Albany Township's 2020 \$1 per capita contribution, but has not yet received contributions from the Borough of Kutztown or Maxatawny Township.
 - b. Approval of Treasurer's Report: **A motion was made to approve the treasurer's report subject to audit. The motion carried.**
- 4. Review of 2021 Budget: Mr. Heffelfinger**
 - a. Pending receipt of various bids, we have budgeted \$20,000 for roof repair and painting. The anticipated expense may warrant a targeted capital campaign.
 - b. The proposed budget is based on full funding from the state. It's possible that we may receive only 5/12 of that funding and would have to look for ways to cut spending or increase income.
 - c. Approval of Budget: **A motion was made to approve the 2021 budget in its current form. The motion carried.**
- 5. Library Director's and Youth Librarian's Reports: Ms. Yost**
 - a. The circulation desk was replaced by one donated by Fleetwood Public Library after renovations there were completed.
 - b. High school student Abby Miller has been recording story times for the library's YouTube channel.
- 6. BCPL Report: Ms. Ruhf**
 - a. Ms. Koller and Mr. Shade completed training offered by BCPL titled "The Good, the So-So and the Ugly" intended to help trustees determine the appropriate response to various situations.
- 7. Municipality Liaison Reports: Ms. Ruhf**
 - a. **Albany:** Ms. Muth sent emails containing the 2020 Library Video Review to the supervisors. The chairman has indicated that the board will contribute the same amount they contributed in 2020.
 - b. **Greenwich:** Mr. Heffelfinger contacted the board via email but has not yet received a response.

- c. **Kutztown:** Ms. Ruhf and Mr. Shade attended the virtual meeting. Borough Council voted to provide the same level of funding provided in 2020.
 - d. **Lyons:** Ms. Ruhf contacted them but has not yet received a response.
 - e. **Maxatawny:** No report.
- 8. Friends Liaison Report:** Mr. Heffelfinger noted that there is nothing new to report.
- 9. Committees:** Ms. Ruhf
- a. **Fundraising:** (Ms. Coffin, Mr. Heffelfinger, Ms. Ruhf, Ms. Koller, Ms. Foulke)
 - i. Ms. Yost reported that all of the letters for the fall solicitation are out for signatures by board members and that she will sort, count and mail them as soon as they're ready to go.
 - b. **Property:** Mr. Shade has been contacting area roofers and painters to request bids for repainting the roof.
 - c. **Personnel:** (Ms. Ruhf, Ms. Coffin, Ms. Muth): No report.
 - d. **Nominations:** (Ms. Muth, Ms. Wagaman):
 - i. Board positions and officers: Ms. Muth reported that there is one potential candidate to serve as board president for the next term.
 - ii. Financial Committee: Mr. Heffelfinger has approached one other candidate to serve on the committee.
- 10. Old Business:** Ms. Ruhf
- a. **Policy Review, Financial Committee:** Mr. Ben Haas suggested that we create an Investment Policy Statement spelling out the rules for handling contributions received.
 - b. **Adoption of Financial Committee Policy: A motion was made to adopt the Financial Committee Policy. The motion carried.**
- 11. New Business:** Ms. Ruhf
- a. 2021 Board meetings: **A motion was made to approve the schedule for 2021 board meetings. The motion carried.**
 - b. 2021 closure dates: **A motion was made to approve the schedule for 2021 library closures. The motion carried.**
- 12. Other: Next Board Meeting Thursday, Dec. 10 at 7 p.m.**
- 13. Motion to Adjourn (8:12 p.m.) A motion was made to adjourn. The motion carried.**

Respectfully submitted by Robert Shade, Secretary.