

Kutztown Community Library

Board Electronic Meeting Minutes

December 10, 2020

- 1. Commencement:** Ms. Ruhf, president, called the meeting to order at 7:05 p.m.
- 2. 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), Gerry Hynes and Joshua Sprinkle (Trustees whose 3-year terms begin January 2021)
- 3. Approval of the November Board Electronic Meeting Minutes.** A motion was made to approve the minutes of the November meeting with one correction regarding attendance. The motion carried.
- 4. Treasurer's Report:** Mr. Heffelfinger
 - a. The library received 50 shares of IBM stock worth approximately \$5,890 from Ann Bodnick and David Dare. The shares represent the initial deposit in the library's new endowment fund.
 - b. The library has not yet received the Borough of Kutztown's 2020 contribution to the library.
 - c. Approval of 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
 - a. The library was closed for a few days after it was determined that a visiting patron had the Covid-19 virus. The transfer of books by the county system has been interrupted for ten days as a result.
 - b. A motion was made to pay the staff, who worked remotely, for the days the library was closed. The motion passed.
 - c. Ms. Yost purchased an electrostatic sprayer for disinfecting the library and its contents. She will apply for a grant to cover the cost.
- 6. BCPL Report:** Ms. Wagaman – No report
- 7. Municipality Liaison Reports:** Ms. Ruhf
 - a. **Albany:** No report.
 - b. **Greenwich:** No report.
 - c. **Kutztown:** Ms. Ruhf contacted several borough representatives concerning its 2020 contribution but has not received a response.
 - d. **Lyons:** Ms. Ruhf confirmed that the borough will be making its regular \$500 contribution.
 - e. **Maxatawny:** No report.
- 8. Friends Liaison Report:** Mr. Heffelfinger noted that the group is considering hosting a fundraising dinner.
- 9. Committees:** Ms. Ruhf
 - a. **Fundraising:** (Ms. Coffin, Mr. Heffelfinger, Ms. Ruhf, Ms. Koller, Ms. Foulke)

- i. Ms. Yost reported that to date we have received 131 donations totaling \$10,452 in response to our recent mailing.
- b. **Property:** Mr. Shade has received prices to repaint the roof from three contractors but needs to ask them to resubmit their proposals so they're all bidding on the same type and degree of work.
- c. **Personnel:** (**Ms. Ruhf**, Ms. Coffin, Ms. Muth): Ms. Ruhf noted that Ms. Yost's annual review is due and will schedule with other committee members.
- d. **Nominations:** (**Ms. Muth**, Ms. Wagaman): Ms. Muth
 - i. Board positions and officers: Ms. Muth has agreed to serve as board president for the 2021 term.
 - ii. The Nominations Committee proposed the following slate of officers for the 2021 term:
 - a. President – Lucy Muth
 - b. Vice president – Barbara Coffin
 - c. Secretary – Robert Shade
 - d. Treasurer – Harry Heffelfinger
- 2. **Mr. Heffelfinger made a motion to approve the appointments. The motion passed without objection.**
- 3. Ms. Yost will ensure that the Borough of Kutztown is aware of the new slate.

10. Old Business: Ms. Ruhf

- a. **Policy Review -- Goals and Objectives for 2020:** The library's staff adapted to many of the challenges presented by the pandemic and achieved most of the goals and objectives for 2020.

11. New Business: Ms. Ruhf

- a. **Policy Review – Goals and Objectives for 2021: A motion was made to approve the proposed Goals and Objectives for 2021. The motion carried.**
- b. **Covid Resurgence** – If the library is required to limit the number of people in the building at any given time, then visitations for browsing and computer use will be scheduled by appointment.
- c. **Nepotism Policy -- A motion was made to rename the current Conflict of Interest Policy the Nepotism Policy. The motion carried.**
- d. **New Conflict of Interest Policy Draft Review** – Several editorial changes to the draft policy were suggested. Mr. Shade will make the changes for subsequent approval by the board.
- e. **Cash Management with Bid Procedures Policy Draft** – Ms. Yost will work on this policy, which is required by the CARES Act, and will submit it for subsequent approval by the board.
- f. **Circulation Desk Panic Button** – Mr. Shade suggested that the circulation desk be equipped with a panic button that connects directly to the Police Department. Ms. Yost will pursue the idea.

12. Other: Next Board Meeting Thursday, Jan. 14 at 7 p.m.

13. Motion to Adjourn (8:18 p.m.) A motion was made to adjourn. The motion carried.

Respectfully submitted by Robert Shade, Secretary.