



**Board of Trustees Meeting Minutes**  
**Thursday, January 11, 2024**

1. a. **Present:** Linda Foulke, Harry Heffelfinger, Gerry Hynes, Kathryn Landis, Jennifer Lau, Sue Neumann, Ann Pirnot, Joanne Yoder, Janet Yost (Library Director)  
b. **Absent:** Holly Hildenbrand  
c. **Welcome and Introduction:** Fred Engelhardt, Kutztown Borough liaison to the Library Board of Trustees  
d. Linda called the meeting to order at 6:58 p.m.
2. **Approval of Minutes** (Ann) Kathy made a motion to approve the minutes, seconded by Sue & approved by all.
3. **Treasurer's Report** (Harry) Ann made a motion to approve the Treasurer's Report, seconded by Joanne and approved by all.
4. **Librarian's Report** (Janet) Harry asked if there are ways we could increase the use of technology to positively affect our funding. The County tracks clients use of our computers: log in, time used. Some only use wifi. Could provide:
  - a. Fact sheet to remind clients that we have wifi, hot spots.
  - b. Encourage computer use to fill out forms
  - c. Encourage local landlords for prospective renters to use computers to fill out form
  - d. Reach out to school counselors for parents to fill out financial aid form.
5. **BCPL Meeting** (Gerry, Sue- November 15)  
Awards will be presented at the AG Center on March 6 at 6:30 p.m. by the BCPL. We nominated 6 candidates:  
Outstanding Community organization-Kutztown Vietnam Veterans Breakfast Club  
Outstanding Program-Where is Houdini?  
Outstanding Library Volunteer-Linda Rodolff  
Outstanding Library Staff Member-Charlotte Hoare  
Chet Hagan Memorial Public Relations Award-scrapbook by Joanne Englehart  
Outstanding Local Business Award-Kutztown Borough
6. **Municipality Report** Gerry, our corresponding secretary, will request the municipalities to release our funds.
  - a. Albany (Linda, Gerry, Sue-1<sup>st</sup> Monday, 7:30 p.m.) Received funds today.
  - b. Greenwich (Harry-1<sup>st</sup> Monday, 7:30 p.m.)
  - c. Kutztown (Ann, Kathy, Joanne-3<sup>rd</sup> Tuesday, 7:30 p.m.)
  - d. Lyons (1<sup>st</sup> Monday, 7 p.m.)
  - e. Maxatawny (Jennifer, Cathleen- 2<sup>nd</sup> Wednesday, 7:30 p.m.)
7. **Friends Liaison Report** (Gerry) December meeting cancelled. May meet in January.

**8. Committees**-Discuss Committees and make appointments

- a. **Fundraising** (Jen, Sue) The date for the Barbecue is set. Will be planning events for the 75<sup>th</sup> anniversary in 2025.
- b. **Property** (Ann, Joanne)
  - i. Roof Leak: Ken Horning found the leaks & patched the roof.
  - ii. Library cleaning: Michelle DesRosiers accepted the position to clean 2x a week beginning January 7
  - iii. Stanley Steamer is scheduled to clean the floors & carpets on March 29
- c. **Personnel** (Linda, Sue, Kathy)
- d. **Nominations** will now be called **Nominations-Governance** (Jen, Gerry)
  - i. Holly Hildenbrand submitted her resignation as Board Trustee due to time restrictions. Her unexpired term will be fulfilled by Cathleen Brown. Gerry made a motion to accept Cathleen as Trustee, seconded by Kathy and approved by all.
- e. **Finance** (Harry, Mary Edwards, Rob Gottlund, Vicki Sokoloff)

**9. Old Business**

- a. Restricted donations -Laurel Ziegler approached Jen about making a sizable donation in the form of stocks. Just a reminder that the board has a donation policy that needs to be observed.

**10. New business**

- a. Borough Agreement 2016: does this agreement need to be updated?  
The Board sets the wage and benefits for non-union employees (assistant director, youth librarian). A written contract needs to be developed. The Borough of Kutztown sets the wage and benefits for union employees (library clerks)
- b. Non-union salaries for 2024: Harry made a motion to provide a 4% raise, seconded by Gerry and approved by all.
- c. Bookkeeper pay \$13.13: After discussion by the Board, Harry made a motion to increase the pay to \$18.00 an hour, seconded by Ann and approved by all.
- d. Shoveling-Andrew Weaver

**11. Other**

- a. County Commissioners meeting Tuesday, January 23, 6:30-8 p.m. Janet encourage trustees to attend.
- b. Reminder to return the Conflict of Interest form.

- 12. Adjournment:** Jen made a motion to adjourn the meeting at 8:25 p.m., seconded by Ann and approved by all.

**Next Meeting: Thursday, February 8 at 7 p.m.**