



Board of Trustees Meeting Minutes

Thursday, April 11, 2024

1. a. **Present:** Cathleen Brown, Linda Foulke, Harry Heffelfinger, Kathryn Landis, Jennifer Lau, Sue Neumann, Ann Pirnot, Joanne Yoder, Janet Yost (Library Director)
b. **Absent:** Fred Engelhardt (liaison with the Kutztown Borough), Gerry Hynes
c. Linda, the President, called the meeting to order at 7:02pm
2. **Approval of Minutes** (Ann) Jen approved the minutes, seconded by Joanne and approved by all.
3. **Treasurer's Report** (Harry) Books could not be purchased until the transition to Spark, our new system, was complete. As soon as Spark was in place, book purchases were made. Ann made a motion to approve the Treasurer's Report subject to audit. Joanne seconded and all approved.
4. **Librarian's Report** (Janet) Stanley Steemer will clean the Community Room floor. Question was asked if we get credit for Libby being used. Yes, Libby and Overdrive figures count toward our circulation.
5. **BCPL Meeting** (Gerry, Sue-Feb. 21, May 15, Aug. 21, Nov. 20, 2024) No meeting in March.
6. **Municipality Reports**
 - a. Albany (Linda, Gerry, Sue-1st Monday, 7:30pm)
 - b. Greenwich (Harry-1st Monday, 7:30pm)
 - c. Kutztown (Ann, Kathy, Joanne-3rd Tuesday, 7:30pm)
 - d. Lyons (1st Monday, 7pm)
 - e. Maxatawny (Jen, Cathleen- 2nd Wednesday, 7:30pm)No reports.
7. **Friends Liaison Report** (Gerry) Plant Sale at Countryside Farm & Greenhouse will take place on April 27. 10% will be donated to the Library. So far, 20 seats have been sold for the Gettysburg trip for Aug. 16.
9. **Committees**
 - a. **Fundraising** (Jen, Sue, Cathleen) **Books, Brew, & BBQ** July 14: Small committee meeting needs to take place before our next meeting to discuss: entertainment, reserving the caterer, how posters & signs should look, times that food will be served, and time for entire event.
 - b. **Property** (Ann, Joanne)
 - i. **Plumbing:** waiting for estimate from Greenawalt Plumbing for sewage pipe replacement. See #11. Other.
 - ii. **Floor Cleaning:** Floors and carpets were done by Stanley Steemer. Arrangements were made for the community room to be cleaned.

- iii. **Library sign on Constitution Blvd.** was defaced. Police notified. Told us to keep records of repair. Fegely Signs will check if it can be cleaned.
 - c. **Personnel** (Linda, Sue, Kathy) Work continuing on paper contracts for full time employees.
 - d. **Governance** (Gerry, Jen, Cathleen) Everyone received proposed editions to the Board of Trustees-Position Description document. Comments need to be made by May 2.
 - e. **Finance** (Harry, Mary Edwards, Rob Gottlund) The Finance Committee needs to meet before meeting with Haas Financial Group. Then Ben Haas will be invited to meet with the Board.
- 9. Old Business**
- a. **Borough/Library Agreement** (Fred) Ask Fred for update on the Solicitor's feedback on the Agreement. Historically, the paperwork did not catch up with the growth and change at the Library.
 - b. **Computers:** The order was placed with the BCPL for 9 computers and 3 laptops with insurance coverage for \$10,198.50 to be delivered and installed. A motion was made by Joanne, seconded by Harry & approved by all to make the purchase.
- 10. New business**
- a. Money Market: Finance Committee will discuss how to invest some of the money, possibly CD's
- 11. Other: Special Electronic Board Meeting Minutes** with regard to replacing the sewage pipe. April 14, 2024
- 1. Attendance
 - a. Present: Cathleen Brown, Linda Foulke, Harry Heffelfinger, Gerry Hynes, Kathryn Landis, Jennifer Lau, Sue Neumann, Ann Pirnot, Joanne Yoder
 - b. Absent: none
 - 2. On April 12, 2024, Cathleen Brown made a motion, seconded by Jennifer Lau, to accept the Greenwalt Plumbing LLC's estimate #1161 dated April 11, 2024 for \$8,740.00 to replace the sewage pipe.
 - 3. Members of the Library Board of Trustees: Cathleen Brown, Linda Foulke, Harry Heffelfinger, Gerry Hynes, Kathryn Landis, Jennifer Lau, Sue Neumann, Ann Pirnot, Joanne Yoder passed the motion over the course of two days.
- 12. Adjournment:** At 8:15pm Harry made a motion to adjourn the meeting, seconded by Jen & approved by all.

Next Meeting: Thursday, May 9 at 7pm