

Kutztown Community Library
Board Meeting Minutes: February 13, 2020

1. Introductions:

- a. Present: Barbara Coffin, Harry Heffelfinger, Judy Koller, Lucy Muth, Cathrine Ruhf, Robert Shade, Martin Smith, Mindy Wagaman
- b. Others: Janet Yost (Library Director)
- c. Absent: Linda Foulke, Arabel Elliott (Kutztown Borough Liaison)
- d. Commencement: Meeting was called to order at 7 p.m. by Ms. Ruhf**

2. Board of Trustees Position Description Review: Ms. Ruhf asked if there were any questions or comments regarding the board position descriptions distributed prior to the meeting. There were none.

3. Approval of the Minutes: Ms. Muth moved, Mr. Smith seconded. The motion carried.

4. Treasurer's Report: Mr. Smith

- a. We expect to receive Greenwich Township's 2020 \$1 per capita contribution to the library.
- b. Will work with our bookkeeper to clarify where and how some entries on the balance sheet are presented.
- c. Approval of the Treasurer's Report subject to audit: Mr. Heffelfinger moved, Ms. Coffin seconded. The motion carried.**

5. Library Director's and Youth Librarian's Reports: Ms. Yost

- a. New Trustee Orientation is coming up. Ms. Koller has registered. Two trustees must attend training each year if the library is to receive Envisioning Excellence funding.
- b. Bingo is scheduled for 2 p.m. on April 15 at the Lyons Fire Company. Taylor Kutz has begun soliciting donations for game prizes.
- c. Coordinating with Longwood Gardens so that every time we conduct a program involving "weird plants" we receive 12 passes to the Gardens.
- d. Kutztown Community Partnership designated KCP the Outstanding Nonprofit of the Year.

6. BCPL Report: Ms. Wagaman

- a.** The Annual Awards Ceremony was held January 29. Barbara Stoltz received the Friend of the Year Award. KCP received the Chet Hagen Memorial Public Relations Award.

7. Municipality Liaison Reports: Ms. Ruhf

- a. Albany: (Ms. Foulke and Ms. Muth) No report
- b. Greenwich: (Ms. Coffin and Mr. Heffelfinger) It would be helpful if we had email addresses for all Greenwich Township supervisors. Mr. Heffelfinger will pursue.
- c. Kutztown: (Ms. Ruhf, Mr. Shade and Mr. Smith) No report
- d. Lyons: No report
- e. Maxatawny: (Ms. Koller and Ms. Wagaman) No report

8. Friends Liaison Report: Mr. Heffelfinger provided the most recent minutes, noted that the Friends are sponsoring a trip to the Philadelphia Flower Show.

9. Committees: Ms. Ruhf

- a. **Fundraising:** (Ms. Coffin, Mr. Heffelfinger, Ms. Ruhf, Ms. Koller, Ms. Foulke)

- i. **Nesting Box Fundraiser:** Ms. Muth reported that planning for the Nesting Box fundraiser has been put on hold until the business resolves several issues not necessarily related to our fundraiser.
 - ii. **Summer Quest:** Ms. Ruhf reported that she is rewriting the letter soliciting sponsorships and will approach previous sponsors. Ms. Kutz is compiling a list of programs and topics. The borough has given us permission to use the bandshell for two of the programs. Ms. Muth offered to sponsor a program but doesn't want public recognition of her support.
 - iii. **NYC Bus Trip:** Ms. Yost reported that tickets sales for the April 18 trip to NYC have been slow. Will pursue additional advertising options.
 - b. **Property: (Mr. Smith, Mr. Shade)**
 - i. No action by the borough to add an arrow to the Constitution Boulevard sign directing patrons to the library.
 - ii. Eagle Scout bench project: Ernie Angstadt, former trustee, has informed the relevant parties that they need to provide a comprehensive plan if the project is to move forward.
 - c. **Personnel: (Ms. Ruhf, Ms. Coffin, Ms. Muth)** Ms. Yost's evaluation has been completed.
 - d. **Nominations: (Ms. Muth and Ms. Wagaman)** No report.
10. **Old Business:** Ms. Ruhf reported that Stephanie Williams, District Consultant, will address the KCL Board at its April meeting.
11. **New Business:** Ms. Ruhf reported the tentative date of April 24 (6 p.m.) for this year's Library Celebration Dinner to coincide with National Library week.
12. **Other: Next Board meeting Thursday, March 12, 2020, at 7 p.m.**
13. **Motion to Adjourn: (7:55 p.m.) Ms. Coffin moved, Ms. Koller seconded. The motion carried.**

Respectfully submitted by Robert Shade, Secretary