

Kutztown Community Library

Board Electronic Meeting Minutes: May 14, 2020

1. **Introductions:**
 - a. Present: Linda Foulke, Harry Heffelfinger, Judy Koller, Lucy Muth, Cathy Ruhf, Robert Shade, Mindy Wagaman
 - b. Others: Janet Yost (Library Director)
 - c. Absent: Barbara Coffin, Arabel Elliot (Kutztown Borough Liaison), Martin Smith
 - d. **Commencement: Ms. Ruhf called the meeting to order at 7:06 p.m.**
2. **Approval of Changes to the Bylaws: A motion was made to approve previously submitted changes to the bylaws to allow for participation in meetings by telephonic and/or other electronic means. The motion carried.**
3. **Approval of the March Minutes, the March Electronic Vote Minutes, and the April Electronic Vote Minutes: A motion was made to approve all three items. The motion carried.**
4. **Approval of Treasurer's Report: A motion was made to approve the previously submitted treasurer's report subject to audit. The motion carried.**
5. **Library Director's and Youth Librarian's Reports:** Ms. Yost
 - a. Conducting interactive activities electronically to keep library's constituents engaged while the library is closed. Efforts include sharing of photos and comments related to the shutdown, virtual story times and craft night videos.
 - b. Staff completing online training in fundraising and other topics.
6. **BCPL Report:** Ms. Wagaman
 - a. No meeting, no report. Next meeting Wednesday, May 20.
7. **Municipality Liaison Reports:** No reports
8. **Friends Liaison Report:** Ms. Ruhf
 - a. Balance in treasury is approximately \$6,000.
 - b. Looking into Fairmount Park house tour.
9. **Committees:** Ms. Ruhf
 - a. **Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Ruhf, Ms. Koller, Ms. Foulke)**
 - i. **New York City bus trip:** The October 3, 2020, trip to NYC is still on.
 - ii. **Summer Quest:** Ms. Ruhf and Ms. Kutz continue to approach sponsors for the 2020 program.
 - iii. **Nesting Box:** Will postpone planning until at least spring of 2021.
 - b. **Property: (Mr. Smith, Mr. Shade):** Mr. Shade will repair the leak at one of the toilets if it's within his ability to do so.
 - c. **Personnel: (Ms. Ruhf, Ms. Coffin, Ms. Muth):** Ms. Ruhf reported that all part-time staff who applied for unemployment benefits are receiving them. Full-time staffers are still working.
 - d. **Nominations: (Ms. Muth, Ms. Wagaman):** No report.
10. **Old Business: Library Behavior policy. A motion was made to approve the previously submitted changes to the Library Behavior Policy. The motion carried.**
11. **New Business:**

- a. Ms. Yost reported that the schedule and procedures for reopening will be based on guidance provided by the Governor of Pennsylvania.
- b. Ms. Ruhf encouraged board members to participate in webinars being offered to help meet our training requirements.

12. Other: Next Board Meeting Thursday, June 11, at 7 p.m.

13. Motion to Adjourn (8:06 p.m.) A motion was made to adjourn. The motion carried.