

Kutztown Community Library
Board Electronic Meeting Minutes

January 14, 2021

- 1. Commencement: Ms. Muth, president, called the meeting to order at 7:01 p.m.**
- 2. Introductions:**
 - a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Gerry Hynes, Judy Koller, Robert Shade, Joshua Sprinkle and Mindy Wagaman
 - b. Others: Janet Yost (Library Director)
- 3. Approval of the December Board Electronic Meeting Minutes. A motion was made to approve the minutes of the December meeting. The motion carried.**
- 4. Treasurer's Report: Mr. Heffelfinger**
 - a. The previously approved budget was revised several times to accommodate funding changes made at the county level.
 - b. The library has received the Borough of Kutztown's 2020 contribution of \$5,012.
 - c. The anticipated cost of roof maintenance (recoating) was removed from the budget since it may require a capital campaign.
 - d. **Approval of revised 2021 Budget: A motion was made to approve the revised 2021 budget. The motion carried.**
 - e. **Revisions to Cash Management Policy. A motion was made to require the solicitation of competitive bids for any goods or services expected to cost more than \$5,000. The motion passed.**
 - f. **Approval of revised Cash Management Policy. A motion was made to approve the revised Cash Management Policy. The motion carried.**
 - g. **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. Supplementing her written report, Ms. Yost reported that the library processed approximately 1,100 passports in 2020.
- 6. BCPL Report: Ms. Wagaman – No meeting, no report.**
- 7. Municipality Liaison Reports: Ms. Muth**
 - a. **Albany:** No report.
 - b. **Greenwich:** No report.
 - c. **Kutztown:** No report.
 - d. **Lyons:** No report.
 - e. **Maxatawny:** No report.
- 8. Friends Liaison Report: Ms. Hynes**
 - a. The Friends started sponsoring a pen pal program involving Kutztown and Altrip, Germany, on Dec. 1.
 - b. The Friends are hosting an online antiques appraisal program on January 23.
 - c. The Friends are planning a fundraiser involving recipes for dinners for two.
 - d. Ms. Hynes conveyed the Friends' appreciation for the work (approximately 130 hours' worth in 2020) the library's director and staff do in support of the Friends.

9. **Committee Assignments for 2021:** Ms. Muth
 - a. **Fundraising:** Ms. Coffin, Mr. Heffelfinger, Ms. Foulke, Ms. Koller
 - b. **Property:** Mr. Shade and Mr. Sprinkle
 - c. **Personnel:** Ms. Muth and Ms. Coffin
 - d. **Nominations:** Ms. Wagaman and Ms. Hynes
10. **Committee Reports:** Ms. Muth
 - a. **Fundraising:** No report
 - b. **Property:** Mr. Shade – Will be meeting with a total of five roofing/painting contractors to request proposals for the roof recoating project.
 - c. **Personnel:** No report
 - d. **Nominations:** No report
11. **Old Business:** Ms. Muth
 - a. **Policy Review – Conflict of Interest Policy:** **A motion was made to approve the Conflict of Interest Policy. The motion passed.**
12. **New Business:** Ms. Muth
 - a. Ms. Muth reported that the library will provide 100 brochures in support of the Kempton Lions Club's efforts to welcome new residents.
13. **Other:** **Next Board Meeting Thursday, Feb. 11, at 7 p.m.**
14. **Motion to Adjourn (7:52 p.m.)** **A motion was made to adjourn. The motion carried.**

Respectfully submitted by Robert Shade, Secretary.