

Kutztown Community Library
Board Electronic Meeting Minutes

February 11, 2021

- 1. Commencement: Ms. Muth, president, called the meeting to order at 7:09 p.m.**
- 2. Introductions:**
 - a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Gerry Hynes, Lucy Muth, Robert Shade and Joshua Sprinkle
 - b. Absent: Judy Koller and Mindy Wagaman
 - c. Others: Janet Yost (Library Director)
- 3. Approval of the December Board Electronic Meeting Minutes. A motion was made to approve the minutes of the January meeting. The motion carried.**
- 4. Treasurer's Report: Mr. Heffelfinger**
 - a. Income is currently somewhat higher than the budgeted amount.
 - b. Expenses appear somewhat higher than the budgeted amount because in 2019 the Borough of Kutztown billed the library through Oct. 31, but in 2020 they billed us through Nov. 30 (13 months).
 - c. **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 she's working on the state report with assistance from our bookkeeper.
 - b. The "What's It worth?" appraisal program sponsored by the Friends was a success.
- 6. BCPL Report: Ms. Yost is planning to attend BCPL meetings in the future to ensure that she's fully informed.**
- 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.
 - f. **Friends Liaison Report:** Ms. Hynes – No report; the Friends will be meeting next week.
- 8. Committee Reports: Ms. Muth**
 - a. **Fundraising:** Mr. Heffelfinger reported that he has started working on a Road Ramble fundraiser and invited suggestions for sites to include.
 - b. **Property:** Mr. Shade
 - i. Mr. Shade reported that he received proposals for roof recoating work from three of the five contractors he approached. The high bid was nearly \$31,000, while the low bid was just over \$15,000. Once Wayne Stump has completed the leak repairs he started last fall we can submit the bill to

Mrs. Breidegam and ask if she's willing to pay for the recoating of the roof in addition to the repairs, and then proceed accordingly.

ii. Ms. Yost reported that our security company gave her a price of \$250 for a "panic button" that could be used to alert the Kutztown Police any time the library staff feels threatened by the actions of any visitors. She will consult the security company to determine if more than one unit might be called for. In the meantime, **a motion was made to approve the funds to pay for one unit. The motion passed.**

c. **Personnel:** Ms. Yost noted that she has not yet received her yearly evaluation. Ms. Muth offered to contact Ms. Ruhf, past president, to see where it stands.

d. **Nominations:** Ms. Hynes suggested that we run an item in our newsletter and on our Facebook page requesting candidates for the Finance Committee.

9. Old Business: Ms. Muth

a. **Conflict of Interest Policy:** Ms. Yost asked that the trustees complete and return their signed copy of the Conflict of Interest statement.

10. New Business: Ms. Muth

a. **BCPL Membership Agreement:** Ms. Muth attended a meeting of the presidents of the area's library boards to learn about the relationship between BCPL and its member libraries. The Membership Agreement, which was adopted in 1996, is being revised with input from the member libraries. Several KCP trustees offered suggestions on the draft agreement.

b. Ms. Muth reported that the library will provide 100 brochures in support of the Kempton Lions Club's efforts to welcome new residents.

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

12. Motion to Adjourn (8:02 p.m.) A motion was made to adjourn. The motion carried.

Respectfully submitted by Robert Shade, Secretary.