

Kutztown Community Library
Board Electronic Meeting Minutes

March 11, 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, Lucy Muth, Robert Shade, Joshua Sprinkle and Mindy Wagaman
 - b. Others: Janet Yost (Library Director)
- 3. Approval of the February Board Electronic Meeting Minutes. A motion was made to approve the minutes of the February meeting. The motion carried.**
- 4. Treasurer's Report: Mr. Heffelfinger**
 - a. We've gotten to about 25% of our state/county funding.
 - b. We've received all of the Teen Reading Lounge grant.
 - c. We've received our contributions from Albany Township and Lyons borough.
 - d. We've received about 23% of 2021's budgeted amount from the annual appeal letter.
 - e. Overall income is about 23% of the budgeted amount.
 - f. Expenses are about 13% of budget.
 - 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 we are keeping our Dr. Seuss books in our collection despite the recent "controversy."
 - b. Ms. Kutz, Youth Librarian, was asked by the Pennsylvania Youth Association to talk about her grab-and-go crafts for kids.
- 6. BCPL Report: Ms. Wagaman**
 - a. Fundraising training for trustees will be offered on March 17.
 - b. More than \$100,000 (from a grant) has been spent on E-Media and Overdrive since April 2020, resulting in an additional 2,000-plus titles.
 - c. The 2019 numbers will be used for the funding formula for 2022, and the 2021 numbers will be used for the funding formula for 2023.
 - d. Ms. Yost, Ms. Ruhf and Ms. Koller received credit for attending the November meeting to acknowledge that they had attempted to sign in.
- 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** reported that the membership drive launched in the most recent issue of the Gonser Gazette has been a success, with members paying their dues at a higher-than-expected rate. The Friends have offered to help as needed with a

road ramble fundraiser. Also, Countryside Gardens and Nursery has offered to donate ten percent of their sales on one day in the spring to the Friends.

9. Committee Reports: Ms. Muth

- a. **Fundraising:** Mr. Heffelfinger reported that he has identified many places of interest and a number of organizations that might be willing to assist with a Road Ramble.
- b. **Property:** Mr. Shade
 - i. Mr. Shade reported that a few days after the February meeting he received a proposal for the roof-coating work from Ken Horning, who offered to do the job for \$6,989.61. The work would include pressure washing the roof, replacing the screws securing the bottom edges of the metal and applying two coats of a zinc-based paint. **A motion was made to accept Mr. Horning's proposal and pay the nonbudgeted amount of \$6,989.61. The motion carried.**
 - ii. Ms. Yost reported that our security company installed a "panic button" that will silently alert the Kutztown Police if and when the library staff feels threatened by the actions of any visitors.
- c. **Personnel:** Ms. Yost noted that Taylor Kutz, Youth Librarian, received a 1 percent pay increase as part of the management team. Ms. Yost suggested that in recognition of Ms. Kutz's stellar performance she be given an additional merit increase for a total increase of 5 percent. **A motion was made to provide Ms. Kutz with a 5 percent pay increase. The motion carried.**
- d. **Nominations:** Mr. Heffelfinger reported that he will be meeting with a candidate to serve on the Finance Committee.

10. Old Business: Ms. Muth

- a. **Behavior Policy:** **A motion was made to approve the library's Behavior Policy with the previously circulated changes. The motion carried.**

11. New Business: Ms. Muth

- a. **Program Policy:** **A motion was made to approve the library's new Program Policy. The motion carried.**

12. Other: Next Board Meeting Thursday, April 8, at 7 p.m.

13. Motion to Adjourn (8:03 p.m.) A motion was made to adjourn. The motion carried.

Respectfully submitted by Robert Shade, Secretary.