

Kutztown Community Library
Board Electronic Meeting Minutes

April 8, 2021

- 1. Commencement: Ms. Muth, president, called the meeting to order at 7:05 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 March Board Electronic Meeting Minutes. A motion was made to approve the minutes of the March meeting. The motion carried.**
- 4. Treasurer's Report: Mr. Heffelfinger**
 - a. Mr. Heffelfinger reported that we've received a good portion of our funding.
 - b. We're running slightly behind with expenses.
 - c. Our auditor requested that the Board move to approve any expenses that exceed the budgeted amount.
 - d. **A motion was made to increase the amount budgeted for Salaries, Wages and Benefits to \$142,000 in light of the pay increase granted Ms. Kutz at the March meeting. The motion carried.**
 - e. **A motion was made to increase the amount budgeted for Building Maintenance to \$9,500 to accommodate any required upgrades to the building's sprinkler system backflow prevention valve. The motion carried.**
 - f. **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. Ms. Yost reported that our passport agents were featured in the Passport Agent Newsletter because they reported a potentially fraudulent application.
 - b. KCL will not be adopting a fine-free policy during the pandemic as some other libraries have. Instead, our system has been set to automatically renew material three times before late fees are assessed.
 - c. We received a \$3,500 grant to hire a high school senior or college freshman interested in Library Science.
- 6. BCPL Report: Ms. Wagaman**
 - a. 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** reported that the garden sale held in cooperation with Countryside Gardens and Nursery will be held April 24; the business will donate 10% of the day's sales to the Friends.

9. Committee Reports: Ms. Muth

a. Fundraising: Mr. Heffelfinger

- i. Mr. Heffelfinger reported that he laid out a potential route and compiled a list of actions required to organize a Road Ramble fundraiser. A number of questions and concerns were expressed by the Board relative to the route, the event booklet, the number and type of sites, the potential involvement of the Kutztown Historical Society, whether to provide T-shirts and tie in a photo contest, etc. It was decided that the Fundraising Committee should meet to better define the scope of the event and the various elements required to put it together and report to the entire Board at the May meeting.

b. Property: Mr. Shade

- i. Mr. Shade reported that Ken Horning, who will be recoating the library's roof, requested that we send him a check for \$2,859.61 made out to Central Petroleum Co. to pay for the materials. Ms. Yost offered to ask our bookkeeper to cut a check for Mr. Heffelfinger to sign.
- ii. No action will be taken on the backflow prevention valve until we receive further direction from the Borough of Kutztown.

c. Personnel: Ms. Muth

- d. Ms. Yost noted that she has not yet received her performance evaluation from Ms. Ruhf, past president. Ms. Muth will send a reminder to Ms. Ruhf.

10. Old Business: Ms. Muth

- a. **BCPL Membership Agreement:** Ms. Yost noted that BCPL has taken no further action on the agreement..
- b. **Finance Committee Members:** Mr. Heffelfinger reported that he has two confirmed members (Robert Gottlund and Vicky Sokoloff) and one potential member (Mary Edwards) for the new Finance Committee.

11. New Business: Ms. Muth

- a. **Continuing Education for Trustees:** Ms. Hynes and Ms. Koller completed the New Trustee Orientation, Mr. Sprinkle and Ms. Koller completed Fundraising training, and Mr. Heffelfinger completed a session on funding libraries through local referendums.
- b. Ms. Wagaman noted that her church has started a community outreach program and asked that the library let them know if there are any projects (pulling weeds, picking up trash, etc.) they can work on.

12. Other: Next Board Meeting Thursday, May 13, at 7 p.m.

13. Motion to Adjourn (8:01 p.m.) A motion was made to adjourn. The motion carried.

Respectfully submitted by Robert Shade, Secretary.