

**Kutztown Community Library  
Board Meeting Minutes  
August 12, 2021**

**1. Introductions:**

- a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Gerry Hynes, Judy Koller, Lucy Muth, Robert Shade, Mindy Wagaman
- b. Others: Janet Yost (Library Director)
- c. Absent: Joshua Sprinkle, Arabel Elliott (Kutztown Borough Liaison)
- d. Commencement: Ms. Muth, board president, called the meeting to order at 7:03 p.m.**

**2. Approval of the June 2021 Board Electronic Meeting Minutes: A motion was made to approve the minutes of the June meeting. The motion carried.**

**3. Treasurer's Report: Mr. Heffelfinger**

- a. Supplementing his written report, Mr. Heffelfinger noted that while we're not over budget we are headed in that direction in a few areas, including wages (due to two staff compensation adjustments) and property (due to roof repairs and repainting).
- b. The beginning balance of our endowment fund was \$5,885 and is now \$7,270.

**4. Approval of the 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 noted that our two summer interns were quite productive.
- b. Jackee Sharayko accepted the Board's offer of full-time employment with benefits.

**6. BCPL Report: Ms. Wagaman**

- a. The next meeting will be held next week.

**7. Municipality Liaison Reports: Ms. Muth**

- a. Albany: (Ms. Foulke and Ms. Muth) No report.
- b. Greenwich: (Ms. Coffin and Mr. Heffelfinger) No report.
- c. Kutztown: (Mr. Shade and Mr. Sprinkle) No report.
- d. Lyons: No report.
- e. Maxatawny: (Ms. Koller and Ms. Wagaman) No report.

**8. Friends Liaison Report: Ms. Hynes**

- a. The Friends met in July and are planning two fundraisers: High tea and tour at Sayre Mansion in Bethlehem on Oct. 21, and a tour of area churches on Dec. 5.

**9. Committees: Ms. Muth**

- a. Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke)**

- i. Mr. Heffelfinger reported that the Country Cruise is scheduled for Oct. 2. at a cost of \$25 per car. The guidebook is in draft form; we've received a number of \_\_\_\_\_ donated items for the gift-basket raffle. After lengthy discussion it was decided \_\_\_\_\_ that three raffle tickets will be included with each guidebook, with additional \_\_\_\_\_ tickets available for purchase.

- b. Property: (Mr. Shade, Mr. Sprinkle)**

- i. Mr. Shade reported that the roof repainting work has been completed. Ken Horning, the contractor, power-washed the metal surface, replaced the old nails fastening the roof's edges with new re-roofing screws, and applied two coats \_\_\_\_\_ of a

zinc-based paint. The contractor noted that the surface is stable and in good condition with minimal rust.

ii. Greenawalt's Plumbing installed a backflow prevention assembly, as required by the Borough of Kutztown, at a cost of \$1,188. Will require an annual inspection.

10. **Personnel:** (Ms. Muth) No report.

11. **Nominations:** (Ms. Muth and Ms. Wagaman) No report.

12. **Old Business:** Ms. Yost reported that the county's library directors approved the revised Membership Agreement with BCPL and recommended that it be signed by each local library's board. A motion to that effect was introduced. The motion carried.

13. **New Business:**

a. Board of Trustee position descriptions: The treasurer's job description was removed from the Fiscal Management Policy so that it only appears in one place. A motion was made to approve the change; the motion carried.

b. Fiscal Management Policy: A motion was made to change the name of the policy to Fiscal Management from Cash Management and to revise Section 6.b. of the policy. The motion carried.

c. Investment Policy Statement: Haas Financial recommended the policy, a "middle-of-the-road" approach used by a number of other nonprofits the firm advises. A motion was made to approve the policy; the motion carried.

d. Mr. Heffelfinger requested permission to make regular transfers of funds to the Investment Account from the Money Market account after consultation with Haas Financial regarding an appropriate amount for each transfer. A motion to that effect was introduced. The motion carried.

14. **Other: Next Board meeting Thursday, Sept. 9, at 7 p.m.**

15. **Motion to Adjourn: (8:35 p.m.) A motion was made to adjourn. The motion carried.**

**Respectfully submitted by Robert Shade, Secretary**