

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

1. Introductions
 - a. Present: Barbara Coffin, Harry Heffelfinger, Gerry Hynes, Judy Koller, Lucy Muth, Robert Shade, Joshua Sprinkle, Mindy Wagaman
 - b. Others: Janet Yost (Library Director)
 - c. Absent: Linda Foulke, Arabel Elliott (Kutztown Borough Liaison)
 - d. Commencement: Ms. Coffin, board vice president, called the meeting to order at 7 p.m.**
2. **Approval of the August 2021 Meeting Minutes: A motion was made to approve the minutes of the August meeting. The motion carried.**
3. Treasurer's Report: Mr. Heffelfinger
 - a. Supplementing his written report, Mr. Heffelfinger noted that he transferred \$50,000 to the "Overview" investment/endowment mutual fund for a better rate of return.
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 Jackee Sharayko has been quite productive in her new full-time position.
 - b. Taylor Kutz's outside story times in the grass have been popular with parents and children alike.
6. **BCPL Report:** Ms. Wagaman
 - a. Ms. Wagaman reported that at the last meeting Stephanie Williams, district representative, explained that she is not part of BCPL administration but is, rather, an advocate for Pennsylvania libraries.
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 August and are preparing for 2 upcoming fundraisers: Tea and Tour at Sayre Mansion in Bethlehem on Oct. 21, and a tour of six 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.
 - b. **Property:** (Mr. Shade, Mr. Sprinkle)
 - i. Mr. Shade noticed a low spot in the parking lot on the southeast side of the building where water has been running under the concrete slab and eroding the foundation. He and a retired concrete finisher filled the voids under the slab to block the water. Brian Bailey, director of Public Works for Kutztown, offered to use asphalt leftover

- after patching borough roads to build up the surface so the water flows away from the building.
- ii. Mr. Shade noted that an invasive plant has been overtaking the ivy on the bank to the north of the building and suggested scheduling a work party to pull the plants. Ms. Wagaman suggested that her church group, which is scheduled to clean windows at the library on Oct. 9, could also help pull weeds.
- c. **Personnel:** (Ms. Muth)
 - i. Ms. Yost reported that she has begun advertising for candidates to replace Lacie Henninger, a part-time employee who recently resigned.
 - d. **Nominations:** (Ms. Muth and Ms. Wagaman)
 - i. Ms. Wagaman reported that Ms. Muth and Ms. Coffin have agreed to stay on another year as president and vice president, respectively, and that Mr. Shade and Mr. Heffelfinger have agreed to renew their three-year terms as secretary and treasurer, respectively.
10. **Old Business:**
 - a. Goals and Objectives: Ms. Yost reported that she has been updating the Goals and Objectives to reflect our progress. Mr. Shade suggested that we post notices on various social media sites to let volunteers know we could use their help with specific tasks.
11. **New Business:**
 - a. Fall community appeal letter: Ms. Yost has been noting ideas in preparation for drafting a letter.
 - b. Presentations to municipalities (October): Ms. Coffin suggested that instead of attending meetings we send letters to each body to request their continued support and offer in-person presentations if they prefer. Mr. Heffelfinger offered to provide a draft of such a letter.
12. **Other: Next Board meeting Thursday, Oct. 14, 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