

**Kutztown Community Library
Board of Trustees
Virtual Meeting Minutes
January 13, 2022**

1. Introductions:

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

2. Board Minutes: Mr. Shade

- a. **Approval of the December 2021 Meeting Minutes. A motion was made to approve the minutes of the December meeting. The motion carried.**

3. Treasurer's Report: Mr. Heffelfinger

- a. Supplementing his written report, Mr. Heffelfinger noted that we had a deficit of \$765.50 according to our 2021 budget. In reality, we finished the year in the black due to lower overall expenses and higher income than we budgeted for.
- b. Mr. Heffelfinger noted that due to a math error the budget deficit for 2022 is projected to be \$26,175.66 as opposed to the \$27,175.66 originally indicated.
- c. Mr. Heffelfinger added a category "One-time Expenses" to account for expenses that aren't included when calculating the percentage of our budget spent on the library's collection.
- d. We have received Albany Township's contribution for 2022.
- e. **A motion was made to approve the Treasurer's report subject to audit. The motion carried.**

4. Library Director's and Youth Librarian's Reports:

- a. Supplementing her written report, Ms. Yost noted that she submitted the Uniform Rules and Regulations on time. Taylor Kutz, youth librarian, was pleased with the winter fundraisers she held.
- b. Jacob Keller, Eagle Scout aspirant, has proposed building seats into the sloped area to the east of the parking lot to be used for story times and other library activities. The project is in its early planning stages and would have to clear numerous hurdles before proceeding.

5. BCPL Report: No December meeting.

- a. Ms. Hynes offered to serve as our BCPL representative for 2022.

6. Municipality Liaison Reports: Ms. Muth

- a. Albany: (Ms. Foulke and Ms. Muth) Ms. Muth confirmed that Albany Township made their contribution for 2022.
- 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) No report.

7. Friends Liaison Report: (Ms. Hynes) No December meeting, no report.

8. Committees: Ms. Muth

- a. **Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke)**
 - i. Mr. Heffelfinger reported that the library received the Outstanding Fundraising Effort Award and a plaque from Berks County acknowledging the success of the Country Cruise fundraiser.
 - ii. Ms. Yost noted that the library also received the Chet Hagan Memorial Public Relations Award (and a \$500 prize) from Berks County Public Libraries in recognition of its scrapbook program.
 - b. **Property: (Mr. Shade, Mr. Sprinkle)** Mr. Shade reported that Ken Horning, who painted the library's roof last fall, replaced a piece of missing aluminum trim.
 - c. **Personnel: (Ms. Muth)** No report.
 - d. **Nominations: (Ms. Muth)** Ms. Muth welcomed Mary Beth Miozza, a Kutztown resident, who has offered to serve as a trustee until December 2022, completing the 3-year term of Mindy Wagaman, who announced her resignation from the board last fall. **A motion was made to approve Ms. Miozza's nomination as a board member. The motion carried.**
9. **Old Business:** None.
10. **New Business:**
- a. **Committee Reorganization:** The following committee assignments were made for 2022:
 - i. *Personnel:* Ms. Coffin and Ms. Muth
 - ii. *Finance:* Mr. Heffelfinger along with non-board members Mary Edwards, Robert Gottlund and Vicky Sokoloff
 - iii. *Nominations:* Ms. Hynes and Ms. Miozza
 - iv. *Fundraising:* Ms. Coffin, Ms. Foulke, Mr. Heffelfinger and Ms. Koller
 - v. *Property:* Mr. Shade and Mr. Sprinkle.
 - b. **2022 Goals and Objectives:** Ms. Yost noted that highlights for the coming year include renewing our Pa. Dept. of Revenue Certificate of Tax Exemption by 7/31/22 and exploring ways to increase community donations to reach 50% of our annual income.
11. **Other: Next Board meeting Thursday, Feb. 10, at 7 p.m.**
12. **Motion to Adjourn: (7:53 p.m.) A motion was made to adjourn. The motion carried.**

Respectfully submitted by Robert Shade, Secretary