

Kutztown Community Library
Board of Trustees Meeting Minutes
November 10, 2022

1. **Introductions.**
 1. Present: Linda Foulke, Harry Heffelfinger, Gerry Hynes, Judy Koller, Josh Sprinkle, Lucy Muth, Barb Coffin.
 2. Others: Janet Yost, Library Director; Becky Wanamaker, District Librarian.
 3. Absent: Ann Pirnot
2. **The meeting was called to order** at 7 PM by President Lucy Muth. Becky Wanamaker, the district librarian, was introduced. Her job is to support the libraries in the county library system. She is also the liaison with the state. She visits each library annually.
3. **Minutes.** A motion was made by Linda to approve the minutes of the October meeting, seconded by Josh, motion approved.
4. **Treasurers report.** Harry discussed the financial report. There were several things that needed cleaning up and Doug will make the appropriate changes. There were \$5000 less in expenditures than last year; the budget will be adjusted in December. The annual appeal letters have not as yet gone out but will be sent out early in December. The market fluctuations have caused a decrease of approximately \$8919 in the investment fund. A motion to approve the Treasurers report, subject to audit, was made by Linda, second by Josh, motion approved.
5. **Librarians report.** Janet gave the overview of the activities of the month.
6. **BCPL report** - Gerry said the BCPL meeting will be held next week.
7. **Municipality Reports.** Lucy spoke to Albany supervisors and it is anticipated they will approve the same level of funding for 2023. Henry contacted Greenwich who will support one dollar per person. There is no report from Kutztown or Lyons. Judy went to the Maxatawny meeting and discussed all the things that were happening at the library but did not talk about their contribution.
8. **Friends report.** Gerry announced that the Friends contributed \$1572 to be used for adult fiction bookcases. The December 7 Christmas tea in Bethlehem has been sold out.
9. **Fundraising committee.** The New York City bus trip made over \$1000 profit. The raffle baskets for the Art Fest earned \$344. Lucy made the suggestion not to continue providing raffle baskets at the art fest. The Summer Barbecue is scheduled for Sunday, July 17. Lucy and Barb volunteered to help with that event. The Messy Pig has been confirmed as a caterer. The annual appeal letters will be sent out shortly. Board members are all asked to write a note on the letters and assist with folding and stuffing the envelopes. Janet will let us know when the letters are ready.
10. **Property committee.** Josh commented that an electrician has come. All of the emergency lights are dead; he will be giving us an estimate for replacement. A request will be made to the Friends to help with this cost.
11. **Personnel committee** has completed Janet's evaluation.
12. **Nomination committee.** Gerry introduced the proposed slate of officers and the new board members. The slate will be officially presented at the December meeting.
13. **Other**
 1. The budget for 2023 has been changed to reflect the 2020 census which has changed the municipality contributions. The budget will be officially presented and approved at the December meeting. Municipality request has been made to Albany in Greenwich

townships. Harry will forward the letter used for Greenwich to Josh and Judy for submission to Kutztown and Maxatawny.

2. The 2023 board meeting and closure dates were submitted. A motion to approve the dates was made by Linda, seconded by Judy, motion approved.
 3. The goals and objectives for 2022 have all been accomplished. A motion to accept was made by Linda, seconded by Judy, motion approved.
 4. Discussion concerning leasing of the software QuickBooks online occurred. The cost would be \$99 a year and there are numerous benefits to leasing the software. A motion was made to approve leasing QuickBooks online at a cost of \$99 per year beginning January 3 by Gerry, seconded by Linda, motion approved.
 5. Staff has reviewed and targeted 2023 strategic plan goals.
 6. The policies were forwarded to the board. A motion to accept the policies was made by Harry, seconded by Josh. Motion approved
14. **The meeting adjourned at 8:15 PM.** The next meeting will be held on Thursday, December 8.

Submitted by Barb Coffin, Acting Secretary