

Kutztown Community Library

Board Electronic Meeting Minutes: June 11, 2020

1. **Introductions:**
 - a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Lucy Muth, Cathy Ruhf, Robert Shade, Mindy Wagaman
 - b. Others: Arabel Elliot (Kutztown Borough Liaison), Janet Yost (Library Director)
 - c. Absent: Judy Koller, Martin Smith
 - d. **Commencement: Ms. Ruhf called the meeting to order at 7:03 p.m.**
2. **Approval of the Minutes of the May Board Electronic Meeting and the Electronic Vote taken in May. A motion was made to approve both items. The motion carried.**
3. **Approval of Treasurer's Report: A motion was made to approve the previously submitted treasurer's report subject to audit. The motion carried.**
4. **Library Director's and Youth Librarian's Reports:** Ms. Yost
 - a. Library has been open on a limited basis for four days with "Grab and Go" services. Demand high. Each part-time staff member has been assigned at least one 4-hour shift.
 - b. Staff is shelving inventory of books returned since library closed in March.
 - c. Ms. Yost has contacted two cleaning companies to find a replacement for our current provider. Continuing to look at other options.
5. **BCPL Report:** Ms. Wagaman
 - a. Meeting held electronically. Briefly discussed reopening plans. Next meeting Aug. 19.
6. **Municipality Liaison Reports:** Ms. Wagaman reported that she emailed an update to the Maxatawny Township supervisors. No other reports.
 - a. **Friends Liaison Report:** Mr. Heffelfinger reported that the Friends are also conducting their meetings electronically.
7. **Committees:** Ms. Ruhf
 - a. **Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Ruhf, Ms. Koller, Ms. Foulke)**
 - i. **Shutdown-focused letter:** Will be mailing a letter requesting donations to help make up for income lost during shutdown and announcing upcoming car tour of area points of interest.
 - ii. **New York City bus trip:** The October 3, 2020, trip to NYC is still on.
 - b. **Property: (Mr. Smith, Mr. Shade):** Mr. Shade inspected the leak in the basement ceiling and concluded that a practicing plumber should make the repair.
 - c. **Personnel: (Ms. Ruhf, Ms. Coffin, Ms. Muth):** Nothing to report.
 - d. **Nominations: (Ms. Muth, Ms. Wagaman):** Ms. Ruhf reported that Mr. Smith, treasurer, has resigned from the board. Mr. Heffelfinger offered to replace Mr. Smith as treasurer. **A motion was made to appoint Mr. Heffelfinger as treasurer. The motion passed.**
In a related matter, a motion was made to approve a resolution naming Ms. Cathrine Ruhf, Board President, and Mr. Harry Heffelfinger, Treasurer, as the only authorized signers on the Kutztown Community Library's financial accounts. The motion passed.

8. Old Business: None.

9. New Business:

- a. A motion was made to approve KCL's new hours of operation in consideration of CDC and other governmental guidelines, subject to change at the Director's discretion. The motion passed.

10. Other: Next Board Meeting Thursday, Aug. 13, at 7 p.m.

11. Motion to Adjourn (8:04 p.m.) A motion was made to adjourn. The motion carried.

Respectfully submitted by Robert Shade, Secretary.