

Board Meeting Minutes: May 9, 2019

1. Introductions:

- a. **Present:** Rebeka Birch, Barbara Coffin, Harry Heffelfinger, Lucy Muth, Cathy Ruhf, Robert Shade, Martin Smith, Mindy Wagaman
- b. **Others:** Janet Yost, Library Director
- c. **Absent:** Ernie Angstadt, Arabel Elliott, Kutztown Borough Liaison
- d. **Commencement: Meeting was called to order at 7:15 pm by Cathy Ruhf**
- e. **Approval of the Minutes: Motioned by Lucy Muth, moved by Martin Smith. The motion carried.**

2. Treasurer's Report: Martin Smith

- a. Yearly audit to occur May, 2019
- b. Budget: **Barbara Coffin moved, Mindy Wagaman seconded approval of the Treasurer's Report subject to audit. The motion carried.**

3. Library Director's & Youth Librarian Reports: Janet Yost

- a. Vital to acquire \$1.00/capita with new funding formula – will go in September's appeal
- b. Hot Spots cannot be counted in circulation numbers, we will still continue to offer them.
- c. Cleaning
 - i. Joyce James, cleaning person, is resigning when we find a replacement. May 3, 2019
 - ii. Looking into new cleaners for both deep cleaning and light duty/regular cleaning
 - iii. Deep cleaner fees are \$35.00/hour
 - iv. **Motion to go ahead with deep cleaning: Lucy Muth moved, Barbara Coffin seconded. The motion carried.**

4. BCPL Report- Mindy Wagaman

- a. **No meeting to report**
- b. Meetings: 1/16, 4/17, 8/21, 11/20 at 7 pm

5. Municipality Liaison Reports: Cathy Ruhf

- a. Albany – no report
- b. Greenwich – no report
- c. Kutztown – no report
- d. Lyons – no report
- e. Maxatawny – no report; Mindy Wagaman will attend next meeting

6. Friends Liaison Report: Harry Heffelfinger & Janet Yost

- a. Friends-led fundraiser yielded \$635.00 in book sales, \$85.00 in jewelry, \$56.00 in clothing, and the adoption of 4 cats

7. Committees: Cathy Ruhf

- a. **Nomination:** nothing to report
- b. **Property:** Martin Smith
 - i. Clayton's will be caulking the brick sidewalk
 - ii. Roof estimate from Ontelauntee Builders for \$6000.00 GAF lifetime architectural shingles in reddish brown will be the suggested offer recommended to Friends. **Motion to convey board's decision on roof estimate to Friends: Harry Heffelfinger motioned, Martin Smith seconded. Motion carried.**
- c. **Fundraising:** Robert Shade, Cathy Ruhf, Janet Yost, Mindy Wagaman, Rebeka Birch

- i. May 2019 business appeal is ready to be mailed.
 - ii. Summer Quest – 6 programs are currently sponsored, require an additional \$400.00 for remainder of the summer.
 - iii. Library Express – Saturday August 3, 2019; 4 trains – 11:00 am, 1:00 pm, 3:00 pm, and 6:00 pm (will verify times with railroad); Lunch train, ice cream trains, and dessert trains will be run again; Mackenzie will create tickets, posters from last year will be updated and printed; insert in Kutztown electric bills will go out in June; covered cars are available for presale, uncovered cars will only be able to be sold on the day of; Companies for donations of food to follow-up with are Clover Farms, Sweet Streets, Yuengling’s ice cream.
 - iv. DC bus trip – no updates
 - v. NYC bus trip – currently 16 seats have been sold
 - vi. Fall Annual Appeal to be considered in upcoming meetings
 - vii. Presentations in September – Harry Heffelfinger, Barbara Coffin, and Martin Smith will spear-head; Martin Smith volunteered to lead presentations for all municipalities; Letter to Commissioners to be created – ask for 2% increase
- d. **Personnel:** Nothing to report
8. **Old Business:** Cathy Ruhf/Janet Yost
- a. Investment Funds – vote tabled until further investigation into fund types and fees can be completed
 - b. Office of Commonwealth Libraries is offering a workshop in Harrisburg from 8:30 am – 2:45 pm, date to be determined, entitled “Financial Best Practices for Libraries” – Harry Heffelfinger will attempt to attend
9. **New Business:** Cathy Ruhf/Janet Yost
- a. Library to sign-up for Square account for Library Express and other off-site functions
10. **Other:**
- a. BCLP Libraries received letter from the Citizens Against DQSH (Drag Queen Story Hour) – the board has reviewed the letter and has decided to not respond. **Motion to not respond to the letter received: Lucy Muth motioned, Mindy Wagaman seconded. The motion carried.**
11. **Next Board Meeting – Thursday, June 13, 2019 @ 7 pm**
12. **Motion to adjourn: 8:50 pm by Martin Smith, moved by Rebeka Birch. The motion carried.**

Respectfully submitted by Rebeka Birch, Secretary