



## Board Meeting Minutes: June 13, 2019

### 1. Introductions:

- a. **Present:** Rebeka Birch, Barbara Coffin, Cathy Ruhf, Robert Shade, Martin Smith, Mindy Wagaman
- b. **Others:** Janet Yost, Library Director
- c. **Absent:** Ernie Angstadt, Harry Heffelfinger, Lucy Muth, Arabel Elliott (Kutztown Borough Liaison)
- d. **Commencement: Meeting was called to order at 7:01 pm by Cathy Ruhf**
- e. **Approval of the Minutes: Motioned by Barbara Coffin, moved by Martin Smith. The motion carried.**

### 2. Treasurer's Report: Martin Smith

- a. "Business Appeal Letter" category need to be clarified and additional donation categories added.
- b. "Merchant Services Fees & Bank Fees" are high due to Hot Spots
- c. Balance Sheet 0210 – need to clarify amount
- d. Currently in audit
- e. **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. Beryl Saltern interviewed for the Cleaning position at \$12 per hour and began on May 22, 2019
- b. Hot Spots will be processed as fundraisers since they cannot be counted with circulation.
- c. Entered into an agreement with Edwards Business Solutions for copier
- d. Summer Quest has begun – new this year is Adult Summer Quest trackers
- e. Jessica Licker (KU intern) began a genre specific reading club for adults

### 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 – attended by Mindy Wagaman, gave highlights from Librarian's Report

### 6. Friends Liaison Report: Harry Heffelfinger via Janet Yost

- a. \$14,516 balance
- b. Friends are looking for a bookkeeper to review their accounts
- c. Presented suggested roofing proposal for lifetime (50 yr.) shingles – Friends will contribute \$5,000 with possible additional funds

- d. No Holiday House Tour this year
  - e. Possible fundraisers include bus tour to Pearl S. Buck House & Pleasantville Hotel, Kitchen Tour, and/or Garden Tour
7. **Committees:** Cathy Ruhf
- a. **Nomination:** nothing to report
  - b. **Property:** Martin Smith
    - i. Clayton's will be caulking the brick sidewalk
    - ii. Roof project completed - \$6,000
  - c. **Fundraising:** Robert Shade, Cathy Ruhf, Janet Yost, Mindy Wagaman, Rebeka Birch
    - i. Business Appeal current numbers – gross: \$1,740, net: \$910, expenses: \$830, mailed appeal to 475 businesses, received donations from 22, yielded 5% returns from appeal
    - ii. Summer Quest current numbers - \$1,500, 8 donors
    - iii. Library Express – posters are printed, can presell seats for closed coach (70 seats) and caboose (15 seats), open coach (40 seats) can only be sold the day of, can add 2 additional cabooses for no additional cost, will look into the use of the station for the day of (owned by the borough), train company will open their gift shop the day of, Usbourne will have their own stand, serving food without food insurance may be a problem – will check into possibilities with insurance company and other vendors, will contact Clover Farms and Sweet Street for donations
    - iv. D.C. bus trip – tentative date: November 9, 2019, Smithsonian compound, looking into pricing from Elite, Klein and R & J – must sell approximately 31 seats at \$70 each to cover costs, possible times: 7:00 am leave Kutztown – 10:30 am arrive in DC - 5:00 pm leave DC – 8:30/9:30 pm arrive Kutztown, possible dinner break on way home, library provides snack and water
    - v. NYC bus trip – currently 21 seats have been sold
    - vi. Fall Annual Appeal to be considered in upcoming meetings
    - vii. Presentations in September – Mary Laub has agreed to act as one of the presenters
  - 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. Library now has a Square account
9. **New Business:** Cathy Ruhf/Janet Yost
- a. RE: Jeanne Ziegler parking lot complaints – the board has decided to address the subject in a letter to her
10. **Other:**
- a. **Fundraising Committee Meeting: Thursday July 11, 2019 @ 7 pm**
11. **Next Board Meeting – Thursday, August 8, 2019 @ 7 pm**
12. **Motion to adjourn: 8:20 pm by Mindy Wagaman, moved by Robert Shade. The motion carried.**

**Respectfully submitted by Rebeka Birch, Secretary**