



## Board Meeting Minutes: August 8, 2019

### 1. Introductions:

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

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

- a. The Borough has not submitted a Payroll bill since February.
- b. Deposits do not include Library Express and Mini Golf.
- c. We were audited and no problems were reported. The audit has been paid for.
- d. **Lucy Muth moved, Harry Heffelfinger seconded approval of the Treasurer's Report subject to audit. The motion carried.**

### 3. Library Director's & Youth Librarian Reports: Taylor Kutz

- a. Over 100 people were in attendance to see the magician. The program has been receiving positive feedback along with the revamped adult Summer Quest.
- b. Mini Golf day of event sales were \$133 and was enjoyed by many at Kutztown Day.
- c. The Chipotle in Trexlertown is holding a fundraiser that benefits the library on August 13 from 4-8 p.m.

### 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, talked about Summer Quest and Library Express

### 6. Friends Liaison Report: Harry Heffelfinger

- a. Harry Heffelfinger agreed to audit books for the Friends.
- b. Report was given about a bus trip to the Pearl Buck House. A suggested date is December 5.
- c. The roof was done at a cost of \$6,000. The Friends will pay \$5,000.

### 7. Committees:

- a. **Nomination:** Lucy Muth and Harry Heffelfinger
    - i. Contacted 2 people who declined. She needs suggestions.
    - ii. The option of advertising and interviewing candidates was mentioned.
    - iii. Officers need to be established for next year.
  - b. **Property:** Martin Smith
    - i. Sidewalk caulking is done.
    - ii. Beryl, the cleaning lady, is doing a nice job of keeping the library clean.
  - c. **Fundraising:** Robert Shade, Cathy Ruhf, Mindy Wagaman
    - i. Library Express sold 172 tickets and made a profit of approximately \$1,000. We will keep the date and Amy from Usborne will take part again. The goal for next year is to keep cost down and increase riders.
    - ii. NYC Bus Trip- 29 tickets sold.
    - iii. Washington DC Bus Trip- 5 tickets sold. Everyone took posters to hang.
    - iv. Annual Appeal letter is planned to be sent out in September.
    - v. Script for municipality presentations will be written by Robert and Cathy. Municipalities need to be contacted to get presentation on agenda for September meetings with as many board members attending as possible.
  - d. **Personnel:** Nothing to report
8. **Old Business:** Nothing to Report
9. **New Business:** Cathy Ruhf/Mindy Wagaman
  - a. Open House tentative date is November 5, 7-9 p.m. Municipalities will receive an invite at September meetings. Others will receive invites through email and advertisement. There will be food and drinks with stations to tour around library.
  - b. Usborne greeting card fundraiser was shown. We would receive \$13 for every \$30 box sold. It has been decided to possibly wait until spring to start.
10. **Next Board Meeting – Thursday, September 12, 2019 @ 7 pm**
11. **Motion to adjourn: 8:18 p.m. by Martin Smith, moved by Lucy Muth. The motion carried.**

**Respectfully submitted by Taylor Kutz, Youth Librarian**