
Board Meeting Minutes: September 12, 2019

1. Introductions:

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

2. Approval of the Minutes: Mindy Wagaman moved, Martin Smith seconded. The motion carried.

3. Treasurer's Report: Martin Smith and Janet Yost

- a. Audit: complete, no discrepancies
- b. Moving forward, the board will approve by vote any overages in budget items
- c. Board members are currently requesting municipalities to release funds to the library
- d. Community gifts are lower than anticipated
- e. **Motion to expand hotspots as demand increases for them. Barbara Coffin moved, Harry Heffelfinger seconded. The motion carried.**
- f. 2020 Funding:
 - i. Board members are currently appealing to municipalities to contribute at least \$1/capita
 - ii. Library has sent a petition to patrons encouraging them to write to their municipalities in support of the library
- g. **Approval of the Treasurer's Report subject to audit: Barbara Coffin moved, Mindy Wagaman seconded. The motion carried.**

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

- a. **Motion to decrease Library's Saturday hours by 2.5 hours (9:30 am - 2:00 pm) for 10 weeks in autumn, effective in September, in order to cut costs. Martin Smith moved, Mindy Wagaman seconded. The motion carried.**
- b. Zoey Adam is our current professional writing intern and is writing an article that includes DeLight & Helen Briedegam's contributions.
- c. Hampton Inn will be displaying the Community Threads quilt in their lobby and will tie into the library in other ways.
- d. A patron complimented Taylor Kutz on her children's programming in that she is from Emmaus, watches her grandson in Fleetwood, and travels to our library for the programming.

2. BCPL Report- Mindy Wagaman

- a. Funding formula has been approved with additional changes. There will be another change in 2021 and 2022
- b. 2022 funding formula will be increasing municipal support requirements to \$2.50/capita
- c. BCPL is in the process of revising By-Laws and other policies.
- d. Next Meeting: 11/20 at 7 pm

5. Municipality Liaison Reports: Cathy Ruhf and Janet Yost

- a. Albany – Cathy Ruhf - funding presentation was very well received

- b. Greenwich – Harry Heffelfinger - municipality board was not highly receptive to our funding requests - no promises were made
 - c. Kutztown – Cathy Ruhf and Martin Smith - funding presentation will take place at next meeting on Tuesday 9/17 at 7:30 pm
 - d. Lyons – funding presentation will take place at next meeting on Monday 10/7 at 7:00 pm
 - e. Maxatawny – Mindy Wagaman - funding presentation was very well received
- 6. Friends Liaison Report:** Harry Heffelfinger
- a. Pearl Buck House Tour is scheduled and 29 seats have been sold to date
 - b. Friends account is much lower than usual due to the lack of the Holiday House Tour fundraiser
- 7. Committees:** Cathy Ruhf
- a. **Nomination:**
 - i. Janet Yost has been contacting possible candidates for board openings.
 - b. **Property:**
 - i. Suggested future projects include more electrical outlets.
 - c. **Fundraising:** Mindy Wagaman and Janet Yost
 - i. Library Express - brought in a profit of \$570.77, still need to calculate and incorporate credit card sales from August - thank you notes to be sent to Quality Shop and Mad Dogs - Mindy Wagaman will contact and thank Allentown & Auburn Railroad
 - ii. NYC Bus Trip - currently 51 seats sold, snacks are at the library, Martin Smith will donate water bottles
 - iii. Washington DC Bus Trip - currently 12 seats sold (must sell 30 seats to break even)
 - iv. Annual Appeal - scheduled to drop in October, Robert Shade is currently working on the letter
 - v. Municipality Debrief - Cathy Ruhf - scripting the presentation and presenting a municipality comparison hand out was very useful
 - d. **Personnel:**
 - i. Nothing to report
- 8. Old Business:** Cathy Ruhf and Janet Yost
- a. Library Open House - Tuesday November 12th from 6 - 8 pm
 - b. Usborne greeting card fundraiser - looking into a table for spring
 - c. Project Inventory to complete before end-of-year
 - i. 2020 budget
 - ii. Replace one board member
 - iii. Annual Appeal
 - iv. Library Open House
- 9. New Business:** Cathy Ruhf and Janet Yost
- a. **Motion to approve revisions of the following policies: Document Retention, Donation, Service, and Collection Development: Martin Smith moved, Barbara Coffin seconded. The motion carried.**
 - b. Board reviewed the revisions of the “Giving Tree” brochure
 - c. Next Best Financial Practices Webinar - September 20, 2019 @ 9 am
- 10. Other:**
- a. **Next Board Meeting – Thursday, October 10, 2019 @ 7 pm**
- 11. Motion to adjourn: 8:42 pm by Mindy Wagaman, moved by Martin Smith. The motion carried.**

Respectfully submitted by Rebeka Birch, Secretary