

Board Meeting Minutes: November 14, 2019

1. Introductions:

- a. **Present:** Ernie Angstadt, Rebeka Birch, Barbara Coffin, Lucy Muth, Cathy Ruhf, Robert Shade, Martin Smith
- b. **Others:** Janet Yost, Library Director, Arabel Elliott, Kutztown Borough Liaison
- c. **Absent:** Harry Heffelfinger, Mindy Wagaman
- d. **Commencement: Meeting was called to order at 7:02 pm by Cathy Ruhf**

2. Approval of the Minutes: Barbara Coffin moved, Lucy Muth seconded. The motion carried.

3. Treasurer's Report: Martin Smith

- a. Discussion on a possible stock certificate donation. A broker and formation of a finance committee is needed.
- b. Change bank to BB&T proposal presented.
- c. Budget draft for 2020 presented, approval tabled until December meeting.
- d. **Approval of the Treasurer's Report subject to audit: Barbara Coffin moved, Lucy Muth seconded. The motion carried.**

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

- a. Bright Ideas training – thank you phone calls to any donors over \$250.00 from Annual Appeal

2. BCPL Report

- a. No report - Next Meeting: 11/20 at 7 pm

5. Municipality Liaison Reports: Cathy Ruhf and Janet Yost

- a. Albany – Lucy Muth – no report
- b. Greenwich – Harry Heffelfinger, Barbara Coffin – library has not yet been granted their per capita donation
- c. Kutztown – Cathy Ruhf, Martin Smith, and Robert Shade – no report
- d. Lyons - no report
- e. Maxatawny – Mindy Wagaman and Ernie Angstadt – no report

6. Friends Liaison Report: Janet Yost

- a. \$15,424 balance
- b. Pearl S. Buck House bus trip is filled
- c. Possible Philadelphia Flower Show in February
- d. KCL thanks the Friends for providing beverages for the Open House

7. Committees: Cathy Ruhf

- a. **Nomination: (Lucy Muth and Harry Heffelfinger)**
 - i. Board member nominee – Linda Foulke, Albany
 - ii. **Approval of Linda Foulke becoming a board member: Ernie Angstadt moved, Barbara Coffin seconded. The motion carried.**
- b. **Property: (Martin Smith and Ernie Angstadt)**
 - i. **Approval to pay the retainage fee to ComfortPro for \$5,604.00: Ernie Angstadt moved, Martin Smith seconded. The motion carried.**
- c. **Fundraising: (Robert Shade, Rebeka Birch, Barbara Coffin, Cathy Ruhf, Mindy Wagaman)**
 - i. Washington DC Bus Trip – 37 passengers, gross income \$2,590.00. Planning possible DC bus trip again during cherry blossom season.
 - ii. Annual Appeal – currently ongoing

1. Mailed 10/30/19, currently 80 returns (7% returned), totaling \$7,570.00 with average donation of \$94.00.
 2. Board is considering changing the date of the Annual Appeal to after the first week of November to avoid United Way appeals in order to avoid confusion and maximize donation
 - iii. Nesting Box Fundraiser – Presidents’ Day Weekend (Saturday February 15 and Sunday February 16), will include food truck, library representation and possible story times
 - iv. Usborne greeting card fundraiser for Spring 2020 – tabled until Mindy Wagaman can present
- d. Personnel:**
- i. Nothing to report
- 8. Old Business:** Cathy Ruhf and Janet Yost
- a. Library Open House – approx. 30 patrons attended, Senator Judy Schwank attended, 30-45 volunteers attended.
- 9. New Business:** Cathy Ruhf and Janet Yost
- a. **Approval of the following policies subject to minor edits: Abuse Prevention Policy, Community Room Policy, Conflict of Interest Policy, Display Policy, Internet Access Policy – BCPL, Internet Access Policy – KCL, Personnel Policy, Reference Policy, Volunteer Policy: Ernie Angstadt moved, Barbara Coffin seconded. The motion carried.**
 - b. Goals and Objectives 2019 – reviewed and continued to update
 - c. **Approval of the following board meeting dates for 2020, all beginning at 7:00 pm – January 9, February 13, March 12, April 9, May 14, June 11, July – no meeting, August 13, September 10, October 8, November 12, December 10: Lucy Muth moved, Ernie Angstadt seconded. The motion carried.**
 - d. **Approval of the following dates for 2020 for the Library to be closed – January 1, March 27, May 25, July 4, September 7, November 26, November 27, December 24, December 25: Martin Smith moved, Lucy Muth seconded. The motion carried.**
 - e. Possible NYC bus trip in April – Mary Edwards unable to captain at that time, will table further discussion of trip until December meeting.
 - f. NYC bus trip in October – scheduled for October 3, 2020, Mary Edwards will captain. \$60.00 per seat – plan your own day.
 - g. **Approval of raising cost per seat of NYC bus trip to \$60.00: Lucy Muth moved, Barbara Coffin seconded. The motion passed.**
- 10. Other:**
- a. Robert Shade noticed an arrow missing on a library directional sign on Constitutional Blvd. – Arabel Elliott will address it to the borough
 - b. **Next Board Meeting – Thursday, December 12, 2019 @ 7 pm**
- 11. Motion to adjourn: 8:46 pm: Martin Smith moved, Ernie Angstadt seconded. The motion carried.**

Respectfully submitted by Rebeka Birch, Secretary