

**Kutztown Community Library
Board of Trustees Meeting
December 12, 2019**

Present: Cathy Ruhf, Bob Shade, Lucy Muth, Martin Smith, Mindy Wagaman, Barb Coffin, Harry Heffelfinger

Staff: Janet Yost

Absent: Rebekah Birch, Ernie Angstadt, Arabel Elliott

The meeting was called to order at 7.01 pm on Thursday, December 12, 2019.

A motion to approve the minutes of the November meeting was made by Lucy Muth, seconded by Martin Smith. Motion approved.

Treasurer's Report: Martin Smith

a. Martin discussed the notes submitted by the bookkeeper, which included the amount of money raised in 2019 in fundraising initiatives with the expenses for each; the purchase of equipment and office supplies; and, the building maintenance expenses. \$36,809.34 was taken from savings to balance the 2019 budget.

b. The budget proposal for 2020 was discussed.

..There were no estate gifts in 2019

..Community contributions for 2019 were less than the previous year

..There is an expected deficit for 2020 of about \$15,000. Janet has done an excellent job of decreasing expenses.

..There is an indication that Albany and Greenwich Townships will increase their contributions and contact will be made to verify the contributions.

..Budgets with a deficit can be approved; usually this amount can be made up throughout the year.

..need to be aware of cost of services vs expenses, i.e. if passport fees exceed expenses, there could be taxes due.

.. cash will be coming back from credit card purchases

A motion to approve the Treasurer's report subject to audit was made by Lucy Muth, seconded by Harry Heffelfinger. Motion approved.

A motion to approve the 2020 budget with submission to BCPL was made by Harry Heffelfinger, seconded by Lucy Muth. Motion approved.

Director's Report: Janet Yost

The Director's report and the Youth Librarian's report was distributed and discussed.

BCPL Meeting: Mindy Wagaman

Mindy attended the County Library meeting on November 20.

...March 27 will be a all-library training day at the center. All library staff are asked to attend so the library will be closed that day

... Fleetwood library would like to revise their personal policies and have requested other libraries give them their policies.

...Jan 29 is the Berks County Awards ceremony at the System's office. Nominations from Kutztown have been submitted

...Training was discussed. All libraries are expected to attend for continuing education. Mindy Wagaman and Bob Shade attended the training last March 16, 2019.

Municipality Visitations Reports:

- ...Albany (no report)
- ...Greenwich (Harry attended the last meeting)
- ...Kutztown (no report)
- ...Lyons (no report)]
- ...Maxatawny (Mindy attended and gave a library update)

Friends Report: Harry Heffelfinger

- ...A written report was submitted
- ...The bus trip to the Pearl Buck home was full and the consensus was that it was a great trip.
- ...There will be no holiday house tour this year
- ...There will be a bus trip to the Flower Show in March
- ...Currently there is \$15,001 in the treasury.

Committee Reports:

- ...Rebeka Birch has resigned as secretary.
- ...Property: Concern has been expressed about the Library directional sign on Constitution Blvd. Arabel is checking.
- ...Fundraising:
 - . The Washington DC trip on Sat Nov 9 showed about a \$600 profit..)
 - . A trip to NYC is planned for April 18, 2020
 - . The annual appeal letter was mailed and about \$12,840 has been received to date. Thank you calls will be made to people donating \$250 or more
 - . Plans for the Nesting Box fundraiser have been finalized for Presidents Weekend (February 15-16, 2020). There will need to be volunteers to staff a library table; there will be a story time and a food truck will also be there.
 - . The Usborne greeting card fundraiser was discussed. This would be done March/April. Board members could sell and boxes could be sold at the Library. There would be a \$13 profit per box. The Board decided not to proceed.
 - . Possible NYC trip for Saturday October 3, 2020

Old Business:

- ...The completion of the Goals and Objectives for 2019 were discussed. A motion to approve the Goals and Objectives as completed for 2019 was made by Lucy Muth. Seconded by Mindy Wagaman. Motion approved
- ... 2020 closing dates were discussed. The BCPL all county training on March 27 would be added. Tabled for future confirmation.

New Business:

- ...Review and discussion of the mission. The Mission statement was revised as follows:
The Kutztown Community Library is a gathering place for minds of all ages to connect with the world and each other through our services and programs.
There were no changes proposed to the Vision and Tag line.

...Stephanie Williams, District Consultant will attend the February Trustee meeting to discuss the services from the District as well as the roles of Trustees and Directors.

...With the possible donation of substantial stock, it is necessary to form a Financial Committee. This will be added to the 2020 goals and objectives. All members of this committee do not have to be Trustee members, but the Chair should be a member of the Trustee Board. Mary Edwards has volunteered to help.

The meeting was adjourned at 8:39 pm on a motion by Mindy Wagaman, seconded by Lucy Muth.

Respectfully submitted,

Barb Coffin, temporary secretary