

Kutztown Community Library
Board of Trustees Meeting Minutes
Thursday, January 12, 2023

1. Introductions:

- a. Present: Harry Heffelfinger, Gerry Hynes, Jennifer Lau, Sue Neumann, Ann Pirnot, Joshua Sprinkle, Janet Yost (Library Director).
- b. Absent: Linda Foulke (President), Holly Hildenbrand, Kathy Landis (new members).
- c. Josh Sprinkle, Vice President, called the meeting to order at 7:02 p.m. Everyone introduced themselves since new members were present.

2. Approval of Minutes: Small mistake & misspelling were corrected.

Harry, the Treasurer, submitted clarifying comments to

9. a. Budget for 2023: *Because the 2020 census reflects a decline in our population, our municipal funding was reduced. Although lower, our matching funds from all municipalities remain at, or exceed, \$1.00 per capita. The collections category changes as we encounter general expenditures because the Commonwealth of PA requires state funded libraries to spend at least 12% on their collections, (i.e.: everything loaned out). The published budget for 2023 hid a hidden row on the spreadsheet which hid the \$12,000 earmarked for utilities. Although hidden, this figure was included in the total expenditures in the 2023 budget we approved.*

b. Budget 2022: *Needed to be updated to reflect board control over library expenses, a requirement needed for a certified audit. A certified audit is necessary in order to get state funding. Under operating expenses, all the lines needed to be revised except the audit/review expense category. Hotspot expenses were assumed by the Friends of the Library. The proceeds from hotspot rentals were then given to the Library.* The comments above are included in the minutes because approved minutes are available to the public on our website, hence, the clarification. Harry made a motion to approve the minutes, seconded by Jen. The motion was approved.

3. Treasurer's Report (Harry) Harry noted that the salaries & wages ytd for 2022 was \$4,240.49 more than planned in the budget. There was a 2 month overlap in youth librarians, outgoing Taylor training incoming Tara. This circumstance was unexpected. A clarification with auditors would be helpful in planning the yearly budget and an unforeseen situation. The year-end balance sheet, income & expense sheets were reviewed. Harry made a motion to approve the Treasurer's Report, Sue seconded. Motion was approved.

4. Librarian's Report (Janet)

- a. Annual passport recertification. All passed.
- b. Uniform rules & regulations documents: submitted on time. Notice is taken when personal comments by people who use the library are made.

5. **BCPL Meeting** (Gerry) The BCPL has awarded 3 of its 11 annual awards to our Library.
 - a. Friend of the year: Annette Heffelfinger
 - b. Outstanding Program: Beyond Kutztown
 - c. Local business: Firefly Bookstore.

The awards will be presented on March 1, at the Berks County Agricultural Center.

Next BCPL meeting will be on Feb. 15.

6. **Municipality Reports:**

- a. Albany ((Linda, Gerry, Sue-1st Monday, 7:30 p.m.)
- b. Greenwich (Harry-1st Monday, 7:30 p.m.)
- c. Kutztown (Josh, Ann, Kathy, Holly-3rd Tuesday, 7:30 p.m.)
- d. Lyons (1st Monday, 7 p.m.)
- e. Maxatawny (Jennifer-2nd Wednesday, 7:30 p.m.)

No reports. Albany already gave its contribution for the year.

7. **Friends Report** (Gerry)

- a. **Fundraisers: Trip to the Phila. Flower Show** is March 7, \$90. Because of Covid, our last one was 2019. **Plant Sale** will be on April 29 sponsored by Countryside Nursery. Children's author, Kevin McCloskey will be there.
- b. Friends newsletter, the **Gonser Gazette**, will be available the end of January.

8. **Committees**

- a. Fundraising
 - i. Annual Appeal Letter: So far 155 individuals and 20 businesses contributed a total of \$22,445. More will come in 2023.
 - ii. 2023 BBQ: Please note the date is July 16, Sunday.
- b. Property: The electricians have replaced the emergency lighting. Emma Birchark will take care of snow removal.
- c. Nominations: Linda Foulke, our President, will be notified that we will have a discussion on committee assignments and job descriptions for them. The nominations committee could use another member.

9. **Old Business**

- a. Budget 2023: looks good

10. **New business**

- a. New Trustee Orientations in person will be on Thurs. March 16, 6 p.m., Tues, March 21 9 a.m., Thurs. March 12 p.m., Sat. March 25 9 a.m., Thurs. March 30 6 p.m. Sign up at <https://forms.gle/UNMrcWq96vosLE7FA> Sue Neumann has already signed up.

Next Board Meeting: Thursday, February 9 at 7 p.m. on ZOOM.