

**Kutztown Community Library**  
**Board of Trustees Meeting**  
**Thursday, September 14, 2023**

1. **Introduction**-Becky Wanamaker, District Library Consultant
2. a. **Present:** Brett Amey, Linda Foulke (on video), Harry Heffelfinger, Holly Hildenbrand, Gerry Hynes, Kathryn Landis, Jennifer Lau, Sue Neumann, Ann Pirnot, Janet Yost (Library Director)  
b. Linda called the meeting to order at 7 p.m.
3. **Minutes** (Ann)
  - a. Correction to August minutes: Holly Hildenbrand was not present.
  - b. Approval of Minutes: Harry made a motion to approve the minutes, seconded by Sue and approved by all.
4. **Treasurer's Report** (Harry) Ann made a motion to approve the Treasurer's Report, seconded by Kathy & approved by all.
5. **Librarian's Report** (Janet) A number of building issues were addressed which is a reminder that the building is aging.
6. **BCPL Meeting** (Gerry) Aug. 16, Nov. 15
  - a. At the August meeting, the final version of regulations was approved. This includes a regulation that if we hold an event outside of our service system, the local library should be notified and be amenable. Cooperation among libraries is key. If an issue cannot be resolved, the BCPL and system administrator will step in to resolve the issue.
  - b. In February, the administrative system will shift from Polaris to Spark.
  - c. New Trustee Training will take place in the Spring.
  - d. Check the BCPL news online. It has valuable information.
7. **Municipality Reports:**
  - a. Albany (Linda, Gerry, Sue-1<sup>st</sup> Monday, 7:30 p.m.) Linda went to last meeting and will go to the next to thank the township for its contribution and encourage an increase.
  - b. Greenwich (Harry, Brett 1<sup>st</sup> Monday, 7:30 p.m.) Harry went to thank the township and encourage an increase.
  - c. Kutztown (Ann, Kathy, Holly 3<sup>rd</sup> Tuesday, 7:30 p.m.) Kathy & Holly plan to go. Consult with Gina Wiand ahead of time to be on the agenda.
  - d. Lyons (1<sup>st</sup> Monday, 7 p.m.)
  - e. Maxatawny (Jennifer 2<sup>nd</sup> Wednesday, 7:30 p.m.)
  - f. Harry said the minimum municipality contribution is \$1. per person, adequate support is \$2.50 per person, and exceptional support is \$5. per person. According to the state, we should be getting \$5. per person. Because of our relationship with the Kutztown Borough, their support is more like \$10. per person. So we are encouraged to thank and encourage more support from the municipalities.

## **8. Friends Liaison Report (Gerry)**

- a. New fundraiser: Book Sale, Jewelry and Kitties  
September 23, 9 a.m. to 3 p.m. at the Library.
- b. October 23-Bingo at the Lyons Fire Co. Single serving Desserts are needed
- c. October 27- Bus Trip to Winterthur featuring Ann Lowe exhibit
- d. November 4- New York City Bus Trip
- e. December 4- The Sayre Mansion Tea & Tour

## **9. Committees**

- a. Fundraising (Sue, Harry, Jennifer, Linda, and all)
  - i. Janet worked on the annual appeal letter focused on the need for new computers for clients and staff. Will be sent out in November
  - ii. Holly suggested a Gingerbread house competition for children, restaurants, businesses that has been a great success elsewhere.
- b. Property (Ann, Brett)
  - i. Community Room Door project is complete but door needs a door sweep and a paint job. Steve Groff will paint the door. A second grant for more accessible furniture for the community room is available.
  - ii. Roof Leak- still have not found the source of the leak.
  - iii. Toilet-Janet fixed the flap.
  - iv. Bees-Exterminator, Seitz, hired to eliminate the problem.
  - v. Outdoor outlets-locks installed because outlets were being used without permission
  - vi. Carpet Cleaning-future project to clean carpets, strip and polish floors. Cost estimated at 1000.
- b. Personnel (Linda, Kathy)
- c. Nominations (Gerry, Jennifer) Need to check Harry's term limit as Treasurer.
- d. Finance (Harry, Mary Edwards, Rob Gottlund, Vicki Sokoloff)-no meeting.

## **10. Old Business**

- a. By-Laws-Gerry made a motion to amend the by-laws, seconded by Harry and approved by all.
- b. Update on search for attorney to review by-laws: Becky said she is looking for an attorney familiar with State Regulations to review our by-laws. Mifflin Library is also interested. Unless all the local libraries agree to shoulder the cost of an attorney, the cost for us may be prohibitive. Becky said they will work on a template that all libraries can use.

## **11. New business**

- a. 2024 proposed budget-Harry has reviewed our budget and recommends that a new source of income is necessary for two reasons: our building is aging and expenses

will continue to happen and a new understanding of possible healthcare expenses for full time employees.

b. Suggested solutions:

- i. Second appeal letter with a reminder that retired people can use their required minimum distribution for the library and save on taxes.
- ii. Appeal to municipalities to increase support.
- iii. Currently, we have 4 Library Clerks. Two are retiring. We only need to hire one.
- iv. Switch full time employee to part-time.
- v. Continue brain storming at next meeting.

**12. Adjournment:** Jen made a motion to adjourn the meeting at 8:33 p.m., seconded by Sue and approved by all.

**Next Meeting: Thursday, October 12 at 7 p.m.**