



Board of Trustees Meeting Minutes
Thursday, October 12, 2023

1. a. **Present:** Brett Amey, Linda Foulke, Harry Heffelfinger, Holly Hildenbrand, Gerry Hynes, Kathryn Landis, Sue Neumann, (virtual), Ann Pirnot, Janet Yost (Library Director)
b. **Absent:** Jennifer Lau
c. Linda called the meeting to order at 7:04 p.m.
2. **Minutes** (Ann) Gerry made a motion to approve the minutes, seconded by Kathy and approved by all.
3. **Treasurer's Report** (Harry) Kathy made a motion to approve the Treasurer's Report, seconded by Gerry and approved by all.
4. **Librarian's Report** (Janet)
Janet shared an important reminder from the Pennsylvania Library Association Conference she attended. The Board has an important fiduciary responsibility to ensure that the mission of the library continues as long as the need exists and that it goes beyond financial stewardship.
5. **BCPL Meeting** (Gerry, Sue- November 15)
 - a. Gerry suggested that we give the library staff and volunteers Friend of the Library stickers for National Friends of the Library Week, Oct. 15-21.
 - b. Gerry made the motion, seconded by Harry, and was approved by all.
6. **Municipality Reports:** Harry gave a short tutorial on County funding: It is essential to get a \$1. Per resident from each municipality in order to get matching funds from the County. Encourage municipalities to give more. We get an allotment from the County on circulation and computer use. E books are more expensive than material books because they have limited use.
 - a. Albany (Linda, Gerry, Sue-1st Monday, 7:30 p.m.)
 - b. Greenwich (Harry, Brett-1st Monday, 7:30 p.m.)
 - c. Kutztown (Ann, Kathy, Holly-3rd Tuesday, 7:30 p.m.) Kathy & Holly will go to the Kutztown Borough Council Mtg. on behalf of the Library Oct. 17.
 - d. Lyons (1st Monday, 7 p.m.)
 - e. Maxatawny (Jennifer 2nd Wednesday, 7:30 p.m.)
7. **Friends Liaison Report** (Gerry)
 - a. October 22 Bingo fundraiser at Lyons Fire Co. Gerry requested that we provide desserts. Details were discussed.
8. **Committees**
 - a. **Fundraising** (Sue, Harry, Jennifer, Linda, and all)

b. **Property** (Ann, Brett)

Roof Leak continues-Suggestion made to contact roofer who sealed the roof recently.

c. **Personnel** (Linda, Sue, Kathy)

i. Danielle Martin- new clerk working on clearances

d. **Nominations** (Gerry, Jennifer)

e. **Finance** (Harry, Mary Edwards, Rob Gottlund, Vicki Sokoloff)

9. Old Business

a. 2024 budget draft: expect to vote on new budget in November.

b. 2024 Closure dates (12 maximum) and hours (45 minimum)

February 7, Wednesday-Pre-Migration Day is the day we move our Library system from Polaris to Evergreen.

c. Annual Appeal Letter signing-715 total or 90 for 8 board members. Board members will return the Appeal Letters to the Library with an added personal note, stuffed & sealed on Nov. 1.

d. Amended vote on Bylaws will be taken at November Meeting.

10. New business

a. Financial strategies to support the 2024 Budget.

i. One Part-time Library Clerk will be hired instead of two to replace two retiring clerks.

ii. The Library will close early, at 1 p.m. instead of 4 p.m. on Saturdays for 10 weeks starting October 28. Holly made a motion to approve this change, seconded by Ann and approved by all.

iii. More cost-cutting measures will be considered

11.Adjournment: Ann made a motion to adjourn the meeting at 8:35 p.m., seconded by Harry and approved by all.

Next Meeting: Thursday, November 9 at 7 p.m.