



Board of Trustees Meeting Minutes
Thursday, February 8, 2024

1. a. **Present:** Cathleen Brown, Fred Engelhardt (liaison with the Kutztown Borough), Linda Foulke, Harry Heffelfinger, Gerry Hynes, Kathryn Landis, Jennifer Lau, Sue Neumann, Ann Pirnot, Joanne Yoder, Janet Yost (Library Director)
b. **Welcome and Introduction:** Cathleen Brown, new board member
c. Linda called the meeting to order at 6:57 p.m.
2. **Approval of 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 Ann and approved by all.
4. **Librarian's Report** (Janet)
 - a. Jennifer, librarian from Lower Macungie, helped with the change to the Sparks/Evergreen ILS.
 - b. Jackee & Janet have completed Frontline Online training this year.
 - c. Methods of recording statistics will change in 2024 but it is worth doing.
5. **BCPL Meeting** (Gerry, Sue) The next meeting is February 21 on Teams. The awards night is at the Ag Center in Leesport, March 6, at 6:30 p.m. We entered nominees for six awards. The winners will be announced then.
6. **Municipality Reports**
 - a. Albany (Linda, Gerry, Sue-1st Monday, 7:30 p.m.) Check has arrived.
 - b. Greenwich (Harry, -1st Monday, 7:30 p.m.) no report
 - c. Kutztown (Ann, Kathy, -3rd Tuesday, 7:30 p.m.) no report
 - d. Lyons (1st Monday, 7 p.m.) no report
 - e. Maxatawny (Jen, Cathleen- 2nd Wednesday, 7:30 p.m.) no report
 - f. Gerry sent a letter to the 5 municipalities and Lenhartsville requesting for their participation.
7. **Friends Liaison Report** (Gerry)
 - a. Bingo at the Lyons Fire Company is planned for the fall. It is a popular fundraiser.
 - b. A Plant Sale at Countryside Nursery run by the Krause family is planned in late April.
8. **Committees**
 - a. **Fundraising** (Jen, Sue, Cathleen) Books, Brew, BBQ is scheduled for the 2nd Sunday in July, July 14 at the Grove at Kempton. Again, graciously, they will not charge for the use of the space.
 - b. **Property** (Ann, Joanne)

- i. Roof leak resolved.
- ii. Library cleaning: Michelle DesRosiers has started.
- iii. Joanne proposed a walk by the building and grounds and meeting with Janet to see what improvements need to be planned for the future.
- c. **Personnel** (Linda, Sue, Kathy)
- d. **Governance** (Gerry, Jen) working on job description for this committee and reviewing other policies
- e. **Finance** (Harry, Mary Edwards, Rob Gottlund, Vicki Sokoloff) did not meet. A donation of \$10,000 of Apple stock came in and Ben Haas should be contacted to see if a change in investment should be done.

10. Old Business

- a. Borough/Library agreement
 - i. Working with Gabriel at the borough to see how the Agreement with the Borough should be clarified. The Borough's solicitor is looking into it. The key issue is benefits set by Library Board of Trustees for full time non-union employees. Borough and Board must understand the Agreement.
 - ii. Linda, on behalf of the Board, has engaged the services of Susanna Fultz, Esq., Barley Snyder Attorneys at Law on this issue.
 - iii. Linda, Sue, & Kathy working on a printed employment agreement form.

11. New business:

- b. Approval given to Brandywine Library fundraiser in our area.
- c. There was input given to Jen about a recognition plaque in gratitude to Laurel Ziegler and John Romanski, her spouse for the donation of the Apple stock. Jen will work with Laurel.

12. Other

- a. New Trustee Orientation on various dates, RSVP <https://forms.gle/4Wn6w9mF1dvHQv5X9> by March 15.

- 13. Adjournment:** At 8 p.m. Harry made a motion to adjourn the meeting, seconded by Ann and approved by all.

Next Meeting: Thursday, March 14 at 7 p.m.