



**Board of Trustees Meeting Minutes**  
**Thursday, March 14, 2024**

1. a. **Present:** Cathleen Brown, Harry Heffelfinger, Gerry Hynes, Kathryn Landis, Jennifer Lau, Sue Neumann, Ann Pirnot, Joanne Yoder, Janet Yost (Library Director)  
b. **Absent:** Fred Engelhardt (liaison with the Kutztown Borough), Linda Foulke (on vacation)  
c. Sue called the meeting to order at 7:02 p.m.
2. **Minutes** (Ann)
  - a. corrections:
    - i. 8.a correct name of venue-Grove at Kempton
    - ii. 11. b, Laurel Ziegler's spouse, John Romansky
  - b. Gerry made a motion to approve the minutes as corrected, seconded by Joanne and approved by all.
3. **Treasurer's Report** (Harry) comments: Under income, other grants refers to Teen Reading Lounge. Recommendation that Investments with Haas to be added to report. Ann made a motion, to approve the Treasurer's Report subject to audit. This was seconded by Kathy and approved by all.
4. **Librarian's Report** (Janet)
  - a. 2024 Friends Fundraising: Countryside plant sale on April 27, Big Book and Jewelry Sale on May 11, Bingo at the Lyons Fire Company on Oct. 13.
  - b. We received notification of an additional \$10,000. in the Accessibility Grant-round 2.
  - c. Under the Statistics 7.c. & d. WiFi and Computer use is measured by the # of people and minutes used.
  - d. Under 3. Fundraising, we get \$35.00 per passport.
5. **BCPL Meeting** (Gerry, Sue-Feb. 21, May 15, Aug. 21, Nov.20, 2024)
  - a. Congratulations to Charlotte Hoare who won the Outstanding Library Staff Award on March 6, BCPL awards night.
  - b. In 2024, unexpected state aid of \$1,451,451. will be distributed to libraries in the state.
6. **Municipality Reports**
  - a. Albany (Linda, Gerry, Sue-1<sup>st</sup> Monday, 7:30 p.m.)
  - b. Greenwich (Harry-1<sup>st</sup> Monday, 7:30 p.m.)
  - c. Kutztown (Ann, Kathy, Joanne-3<sup>rd</sup> Tuesday, 7:30 p.m.)
  - d. Lyons (1<sup>st</sup> Monday, 7 p.m.)
  - e. Maxatawny (Jen, Cathleen- 2<sup>nd</sup> Wednesday, 7:30 p.m.)
  - f. If you plan to go to a meeting, call ahead of time to be put on the agenda first and share what is happening at the library.
7. **Friends Liaison Report** (Gerry) A trip to Gettysburg is being discussed. The newsletter and request for dues is being planned.

## 8. Committees

- a. **Fundraising** (Jen, Sue, Cathleen) Books, Brew & BBQ on July 14.  
Discussion on entertainment possibilities, and the ramps certificate necessary in order to provide alcohol.
- b. **Property** (Ann, Joanne)
  - i. Plumbing: Occasional water in the basement is due to a serious plumbing issue. In the spring, Trevor Greenawalt, a licensed plumber that has a longstanding relationship with the library, will make the necessary corrections that will involve inside and outside work. Waiting for an estimate.
- c. **Personnel** (Linda, Sue, Kathy) Working on a contract form that includes salary, benefits, vacation days for non-union employees.
- d. **Governance** (Gerry, Jen, Cathleen)
  - i. Finance Committee application and policy updated.
  - ii. Finance Committee document, #4, d. "Oversee budget preparation and financial planning" is deleted. Joanne Yoder made a motion to remove #4,d. seconded by Ann & approved by all.
- e. **Finance** (Harry, Mary Edwards, Rob Gottlund)
  - i. Committee reorganization: Finance Committee will have three members: Treasurer from the Library Board of Trustees and Chair of the Committee and two outside members.  
Currently Harry, the Treasurer, will serve to the end of 2024.  
Mary Edwards will serve until the end of 2026.  
Rob Gottlund will serve until the end of 2027.
  - ii. Cathleen made a motion, seconded by Gerry & approved by all to change and clarify in practice who are the members of the Finance Committee and how the terms are staggered.

## 9. Old Business

- a. Borough/Library Agreement (Fred). The Borough solicitor is working on the agreement between the Borough and the Library Board of Trustees with regard to the Employment of Library Personnel.

## 10. New business

- a. Cleaner position. Katrina Danenhower at \$15. an hour.
- b. Library Page for the summer. Discussion on the need, number of hours, possibility of hiring one or two.

11. **Adjournment:** Jen made a motion to adjourn the meeting, seconded by Cathleen and approved by all.

**Next Meeting: Thursday, April 11 at 7 p.m.**