



Board Electronic Meeting Minutes June 10, 2021

1. Introductions:

- a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Gerry Hynes, Judy Koller, Lucy Muth, Robert Shade, Joshua Sprinkle, Mindy Wagaman
- b. Others: Janet Yost (Library Director), Stephanie Williams (District Consultant)
- c. Absent: Arabel Elliott (Kutztown Borough Liaison)
- d. **Commencement: Ms. Muth, board president, called the meeting to order at 7:02 p.m.**

1. Approval of the May 2021 Board Electronic Meeting Minutes: A motion was made to approve the minutes of the April meeting. The motion carried.

2. Treasurer's Report: Mr. Heffelfinger

- a. The budgeted 2021 Collections Expense portion of Total Expenses should be at least 12% rather than the 11% indicated.
- b. The audit of last year's books is underway.
- c. **Approval of the Treasurer's Report. A motion was made to approve the Treasurer's Report subject to audit. The motion carried.**

4. Library Director's and Youth Librarian's Reports: Ms. Yost

- a. Bin quarantining ended June 2.
- b. Emerson Erb will start a paid internship funded by the Public Library Association on June 14.

5. BCPL Report: Ms. Wagaman

- a. The 2021 information will be used for the 2023 funding formula.
- b. The Berks County Public Library will mark its 35th anniversary next year and is looking for ideas for the celebration.
- c. This year's Book Bonanza will be held July 7--11 at the Berkshire Mall.
- d. Cataloging for Reading Libraries will be updated so it adheres to standard practices.

6. Municipality Liaison Reports: Ms. Muth

- a. Albany: (Ms. Foulke and Ms. Muth) Ms. Muth sent letters to various municipalities requesting that they send their contributions in early this year. We've received Greenwich's contribution and expect to receive Maxatawny's shortly.
- b. Greenwich: (Ms. Coffin and Mr. Heffelfinger) No report.
- c. Kutztown: (Mr. Shade and Mr. Sprinkle) No report.
- d. Lyons: No report.
- e. Maxatawny: (Ms. Koller and Ms. Wagaman) Ms. Wagaman reported that she'll be submitting an article for the township's fall newsletter.

7. Friends Liaison Report: Ms. Hynes

- a. The Friends met in May and approved a \$2,500 contribution to the Library's summer programs.
- b. The fundraising tour of Kutztown churches is scheduled for Dec. 5 to coincide with the borough's annual tree lighting.

8. Committees: Ms. Muth

a. Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke

i. Mr. Heffelfinger reported that the Road Ramble is scheduled for Oct. 2, although we need to rename it so as not to duplicate the Berks History Center's name. Following brief discussion by the Board about various elements of the event it was decided that the Fundraising Committee would meet to hash out the details and assign responsibilities. The meeting was scheduled for Tuesday, June 15.

b. Property: (Mr. Shade, Mr. Sprinkle)

i. Ms. Yost sent Mrs. Helen Breidegam a letter requesting that she pay for the recent roof repairs as well as the roof coating work. She has not yet received a response.

ii. Mr. Shade reported that Mr. Horning has ordered the paint, as evidenced by the check that was cashed by the supplier, and is waiting to hear from him regarding scheduling.

iii. Ms. Yost reported that our plumber has received guidance from the borough on the requirements for the backflow valve and expects to install it in the next few days.

iv. Mr. Shade asked Ms. Wagaman to check with her church group to see if anyone would be comfortable doing some light electrical work such as fastening several cables to the outside of the building and removing and replacing several light fixtures.

9. Personnel: (Ms. Muth) No report.

10. Nominations: (Ms. Muth and Ms. Wagaman) No report.

11. Old Business: Ms. Yost reported that there's been no news on the Membership Agreement with BCPL.

12. New Business:

a. Ms. Yost and Ms. Muth read a book and took a related course on Fundraising for Nonprofits.

b. Goals and Objectives for 2021: Ms. Yost noted that we need to work on some areas and have done well on others.

c. In-person vs. virtual meetings. The next meeting (August 12) will be held in person at the Library with the option for members to attend via Zoom.

d. Masking requirements for staff and patrons after June 28: Patrons will be encouraged to wear masks but if they've been fully vaccinated won't be required to do so.

e. Cash Management and Finance Committee policies: Mr. Heffelfinger suggested we change "cash management" to "fiscal management" to cover our new endowment fund. The Finance Committee will review the policy and circulate it for Board comments at a later date.

13. Comments by Ms. Stephanie Williams, District Consultant: Ms. Williams commended the Board for its organization and performance. We expect to receive the finalized Membership Agreement from the county before too long. She commended the Board for working on the required audit, which must be submitted to the state in September. It has not yet been determined how the new Membership Agreement will affect waivers for failing to meet various standards. We should receive our CARES Act reimbursement of \$1,270.65 by the end of August. The System meeting is August 18.

14. Other: Next Board meeting Thursday, Aug. 12, at 7 p.m.

15. Motion to Adjourn: (7:52 p.m.) A motion was made to adjourn. The motion carried.

Respectfully submitted by Robert Shade, Secretary