

**Kutztown Community Library**  
**Board Meeting Minutes**  
**October 14, 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)
- c. Absent: Arabel Elliot (Kutztown Borough Liaison)
- d. **Commencement: Ms. Muth called the meeting to order at 7 p.m.**

**2. Board Minutes:** Mr. Shade

- a. **Approval of the September 2021 Meeting Minutes. A motion was made to approve the minutes of the September meeting. The motion carried.**

**3. Treasurer's Report:** Mr. Heffelfinger

- a. **Approval of the Treasurer's Report. A motion was made to approve the Treasurer's report subject to audit. The Motion carried**
- b. Supplementing his written report, Mr. Heffelfinger noted that we need to get the amount we spend on our collection up to 12% to meet state requirements.

**4. Library Director's and Youth Librarian's Reports:**

- a. Supplementing her written report, Ms. Yost noted that the open staff position has not been filled; the top three candidates declined our offer of employment. All applications will be kept on file for six months. In the meantime, current staff members are filling in where needed.

**5. BCPL Report:** Ms. Wagaman

- a. Ms. Wagaman noted that Stephanie Williams, district representative, is leaving at the end of October to take a job in outreach for the systems office.

**6. Municipality Liaison Reports:** Ms. Muth

- a. Albany: (Ms. Foulke and Ms. Muth) No report.
- 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 attended the meeting to thank the supervisors for their continued support of the library.

**7. Friends Liaison Report:** Ms. Hynes

- a. The Friends will meet Oct. 29 to continue planning the Dec. 5 Christmas church tour.
- b. The high tea and tour at Sayre Mansion in Bethlehem will be Oct. 21.

**8. Committees:** Ms. Muth

- a. **Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke)**
  - i. Mr. Heffelfinger reported that the library made nearly \$1,450 on the Oct. 2 Country Cruise, which included \$975 in ticket sales and \$472 for the raffle featuring donated items.
  - ii. Annual appeal letters: The Board discussed several suggested changes to Ms. Yost's drafts of the community and business appeal letters. Ms. Yost will prepare the letters for board members to sign.

- b. **Property:** (Mr. Shade, Mr. Sprinkle)
    - i. Mr. Shade reported the that low spot in the parking lot on the southeast side of the building has been sealed so that water is no longer running under the concrete slab and eroding the foundation. In the spring he'll contact Brian Bailey, Kutztown's director of Public Works, to request that he use asphalt left over from other jobs to eliminate the pooling of water in that corner.
    - ii. Mr. Shade has started trimming back the ivy that's been encroaching on the parking lot.
  - c. **Personnel:** (Ms. Muth) Ms. Yost noted that we will readvertise the open position in a few months.
  - d. **Nominations:** (Ms. Muth and Ms. Wagaman) No report.
9. **Old Business:** None.
10. **New Business:**
- a. Plans for Use of State Aid: Ms. Yost briefed the board on the request. We are due to receive \$53,867 in state aid, which will be used for staff salaries to help improve the quality of the services we provide to the community. **A motion was made to approve the Plan for Use of State Aid. The motion carried.**
  - b. 2022 Budget: Mr. Heffelfinger reviewed the highlights of the preliminary budget for 2022, noting that for the first time ever all five of the municipalities we serve have committed to contributing at least \$1 per capita, resulting in a larger match from the county.
11. **Other: Next Board meeting Thursday, Nov. 11, at 7 p.m.**
12. **Motion to Adjourn: (8:21 p.m.) A motion was made to adjourn. The motion carried.**

Respectfully submitted by Robert Shade, Secretary