

**Kutztown Community Library
Board Meeting Minutes
November 11, 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 October 2021 Meeting Minutes. A motion was made to approve the minutes of the October meeting. The motion carried.**
3. **Treasurer's Report:** Mr. Heffelfinger
 - a. Supplementing his written report, Mr. Heffelfinger noted that as of the end of October we've spent approximately \$238,000 (94%) of our fiscal 2021 budget.
 - b. **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:**
 - a. Supplementing her written report, Ms. Yost noted that the posters for the Friends' Holiday Tour of Churches have been completed.
 - b. Ms. Kutz held her first story time inside due to inclement weather.
5. **BCPL Report:** Ms. Wagaman. No report.
6. **Municipality Liaison Reports:** Ms. Muth
 - a. Albany: (Ms. Foulke and Ms. Muth) Ms. Muth confirmed that the supervisors will be making their annual contribution.
 - b. Greenwich: (Ms. Coffin and Mr. Heffelfinger) Mr. Heffelfinger confirmed that the supervisors will be making their annual contribution.
 - c. Kutztown: (Mr. Shade and Mr. Sprinkle) Mr. Shade reported that he, Ms. Yost and Mr. Sprinkle attended the October meeting and learned that the borough will be making its annual contribution.
 - d. Lyons: No report.
 - e. Maxatawny: (Ms. Koller and Ms. Wagaman) Ms. Wagaman reported that she and Ms. Koller attended the October meeting to thank the supervisors for their support.
7. **Friends Liaison Report:** Ms. Hynes
 - a. The tea and tour at the Sayre Mansion sold out and was a great success.
 - b. Due to their success at fundraising the Friends will raise their 2022 contribution to \$6,000.
 - c. Ms. Hynes requested volunteers for the Christmas church tour on Dec. 5.
8. **Committees:** Ms. Muth
 - a. **Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke)**
 - i. The annual appeal letters are ready for signing in preparation for bulk mailing.
 - b. **Property: (Mr. Shade, Mr. Sprinkle)** No report.

- c. **Personnel: (Ms. Muth)** No report.
 - d. **Nominations: (Ms. Muth and Ms. Wagaman)** Ms. Wagaman announced that she will be resigning from the board as of the end of the year due to health concerns and other obligations.
9. **Old Business:**
- a. **Goals and Objectives:** Ms. Yost asked for suggestions for our Goals and Objections for 2022.
10. **New Business:**
- a. **Board meeting and library closing dates:** Ms. Yost provided the tentative dates for library closings and trustee meetings for 2022.
 - b. **A motion was made to approve the board meeting and library closing dates proposed by Ms. Yost. The motion carried.**
 - c. **Library Policies:** The board reviewed the library's Service Policy, its Collection Development Policy, its Community Room Policy, and its Mission and Vision Statement.
 - d. **A motion was made to accept the Service Policy, the Collection Development Policy, the Community Room Policy, and the Mission and Vision Statement as presented. The motion carried.**
 - e. **Library's hours of operation in 2021:** Ms. Yost reported that from January 1 through March 6, 2021, the library was open Monday through Thursday from 9:30 a.m. to 6 p.m., Friday from 9:30 a.m. to 5 p.m., and Saturday from 9:30 a.m. to 2 p.m. (46 hours per week). From March 7 through the end of the year the hours of operation have been and are Monday through Friday from 9:30 a.m. to 6 p.m. and Saturday from 9 a.m. to 4 p.m. (49.5 hours per week).
 - f. **A motion was made to record the library's hours of operation for 2021 in the minutes. The motion carried.**
 - g. **Revised 2021 budget:** Mr. Heffelfinger proposed that the 2021 budget be revised as follows: Building Maintenance increased from \$9,500 to \$14,000, Postage and Freight from \$800 to \$900, Passport Processing Expenses from \$3,000 to \$3,500, Library Programs from \$8,750 to \$16,000, and Merchant Services Fees & Bank Fees from \$750 to \$1,500.
 - h. **A motion was made to approve the proposed changes to the 2021 budget. The motion carried.**
 - i. **2022 budget (proposed):** Mr. Heffelfinger noted the following changes to the proposed budget for 2022: Friends of KCL Gifts increased from \$5,500 to \$6,000, and Audit/Review fees decreased from \$4,000 to \$3,900.
11. **Other: Next Board meeting Thursday, Dec. 9, at 7 p.m.**
12. **Motion to Adjourn: (8:27 p.m.) A motion was made to adjourn. The motion carried.**

Respectfully submitted by Robert Shade, Secretary