

Kutztown Community Library
Board of Trustees Meeting Minutes
December 8, 2022

1. Introductions:

- a. Present, Linda Foulke, Harry Heffelfinger, Gerry Hynes, Judy Koller, Jennifer Lau (guest), Lucy Muth, Sue Neumann (guest), Ann Pirnot, Janet Yost (Library Director).
- b. Absent: Josh Sprinkle, Barb Coffin President
- c. Lucy Muth called the meeting to order at 7:01 p.m.

2. **Board Minutes:** Several misspellings were corrected and Linda made a motion to approve the minutes, seconded by Gerry, motion approved.

3. **Treasurer's Report:** Harry, the Treasurer, asked if there were any questions in reference to the Income, Expense, and Balance sheet. Since there were none, Linda made a motion to approve these items seconded by Gerry. Motion was approved.
The Budget for 2022 and 2023 will be discussed later in the meeting.

4. **Librarian's Report:** Janet highlighted the nominations for Outstanding Program, "Beyond Kutztown" and Outstanding Local Business, Firefly Bookstore.

5. **BCPL Report:** Gerry, our representative, went to the meeting on Nov. 16.

- a. Amy Resh, System Administrator, said The New Trustee Training is being revamped and will be offered on a variety of days & times for the convenience of the new trustees. Should be ready in 2023. This is a good orientation for new trustees.
- b. A new interactive tool, "Library Savings Calculator," is on the BCPL website. It can calculate how much a municipality's contribution affects the library's budget. This tool might provide data that would be useful when asking for the annual contribution from a municipality.

6. Municipality Reports:

- a. **Albany** (Lucy, Linda, Gerry-1st Monday, 7:30 p.m.)
- b. **Greenwich** (Barb , Harry-1st Monday, 7:30 p.m.)
- c. **Kutztown** (Josh, Ann-3rd Tuesday, 7:30 p.m.)
- d. **Lyons** (1st Monday, 7 p.m.)
- e. **Maxatawny** (Judy-2nd Wednesday, 7:30 p.m.)

Judy attended the Maxatawny Mtg. and thanks to Judy, Maxatawny featured the Library in its latest newsletter. There were no other municipality reports. In 2023, we will have 3 reps from Albany: Linda Foulke, Gerry Hynes, & Sue Neumann, 1 from Greenwich: Harry Heffelfinger, 1 from Maxatawny: Jennifer Lau, 4 from Kutztown: Holly Hildenbrand, Kathryn Landis, Ann Pirnot, Josh Sprinkle.

7. **Friends Report:** Gerry said the Holiday Tea at the Sayre Manion was a sell out and we made \$480 in profit. The good was great and the Champagne was lovely. The Friends of

the Library will meet on Dec. 20 for a holiday luncheon with a gift exchange. The Gonser Gazette will be out in January.

8. Committees

- a. Fundraising:
 - i. **The 2023 BBQ** will be on Sunday, July 16 with food provided by the Messy Pig & entertainment by Hannah Violet and Dave Miller. With more advertising, Lucy expects it to be even a greater success.
 - ii. The **annual appeal letters** were delivered to the PO on Monday but were not sent due to insufficient funds. Accidental error will be corrected tomorrow.
- b. **Property:** tabled because Josh was not present.
- c. **Nominations:** No nominations were made from the floor. Gerry presented the Executive Board: Linda Foulke-President, Josh Sprinkle-Vice President, Ann Pirnot-Secretary, Harry Heffelfinger-Treasurer, Gerry Hynes-Corresponding Secretary. Linda made a motion to accept the new board & the motion was approved

9. Old Business

- a. **Budget for 2023** was revised to reflect the 2020 census. Because the 2020 census reflects a decline in our population, our funding is reduced. Our matching funds remain at \$1. per person. Under collections, the state requires us to spend 12% for collections, what we loan out. Total one-time expenses do not have to be counted in our operating expenses. Last year we did not have any. Our budget deficit is \$6404 to reflect the decline in populations but the deficit can be changed for the better. Under operating expenses the "utilities" item was missing but the total numbers looked good. This could be a computer glitch. Harry made a motion to approve the revised 2023 budget, Judy seconded it & motion was approved. Harry will provide a corrected version with the "utilities" item, \$12,000 included. Janet needs to submit the budget by the end of December. Gerry suggested that we might want to consider another fundraiser to offset the loss.
- b. **Budget 2022** needed to be updated to reflect a format used by the auditors. This revision is necessary in order to get funding from the State. Under Operating expenses, all the lines needed to be revised except the audit/review. Hotspot expenses were assumed by the Friends of the Library. The profits from the hotspots were then given to the Board of Trustees. The collection, what we loan out, must be 12% of our budget. Harry made a motion to approve the revised 2022 budget, seconded by Linda. Motion approved.

10. New Business

- a. **Outgoing trustees:** Lucy Muth, Barb Coffin, Judy Koller. Lucy thanked Janet for making her role as president so easy. She plans to be involved in the Library

behind the scenes because it is such a worthwhile endeavor & she loves the Library.

- b. **New trustees** on the Board in January: Holly Hildenbrand, Kathryn Landis, Jennifer Lau, Sue Neumann
- c. **Trainings completed in 2022:** New Trustee Training-Ann Pirnot on Sept. 15, 2022

Next Board Meeting: January 12, 2023 at 7 p.m.

Submitted by Ann Pirnot, Secretary