

**Kutztown Community Library
Board of Trustees Meeting Minutes
March 10, 2022**

1. **Introductions:**
 - a. Present: Barbara Coffin, Linda Foulke, Harry Heffelfinger, Gerry Hynes, Judy Koller, Lucy Muth, Robert Shade, Joshua Sprinkle
 - b. Others: Janet Yost (Library Director)
 - c. Absent: Mary Beth Miozza, Arabel Elliot (Kutztown Borough Liaison)
 - d. **Commencement: Ms. Muth, president, called the meeting to order at 7 p.m.**
2. **Board Minutes:** Mr. Shade
 - a. **Approval of the February 10, 2022, Meeting Minutes. A motion was made to approve the minutes of the February meeting. The motion carried.**
3. **Treasurer's Report:** Mr. Heffelfinger
 - a. Supplementing his written report, Mr. Heffelfinger noted that the Print Materials and Building Maintenance expense categories are running slightly higher than budgeted.
 - b. **A motion was made to approve the Treasurer's report subject to audit. The motion carried.**
 - c. The balance in the Financial Investment Account is lower due to fluctuations in the stock market.
4. **Library Director's and Youth Librarian's Reports:** Ms. Yost
 - a. Supplementing her written report, Ms. Yost noted that the Beyond Kutztown program "People of African Descent in the American Revolution" was informative and well-received.
 - b. Ms. Yost explained KCL's policies regarding late fees and charges for lost materials.
5. **BCPL Report:** Ms. Hynes
 - a. Ms. Hynes reported that the funding formula for 2022 shows that the state and the county are basing their support on the 2010 census. Total state aid for 2022 is \$1.2 million. Funding for aid to municipalities is \$854,000. KCL is due to receive \$116,320 in 2022 as opposed to the \$112,168 received in 2021. The increase can be attributed to the fact that the Library received one dollar per capita from all of the municipalities it serves.
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) No report.
7. **Friends Liaison Report:** (Ms. Hynes) The Friends' next two fundraisers are the plant sale at Countryside Nursery on April 23 and the Hershey Gardens bus tour on June 16.
8. **Committees:** Ms. Muth
 - a. **Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke) No report, no meeting scheduled.**

- b. **Property:** (Mr. Shade, Mr. Sprinkle) Mr. Shade reported that Ms. Yost provided him with a list of the electrical repairs needed around the building. He'll work with Ms. Yost to seek volunteers to do the work before asking several commercial electricians for prices.
 - c. **Personnel:** (Ms. Muth) No report.
 - d. **Nominations:** (Ms. Muth) No report.
9. **Old Business:** None.
10. **New Business:**
- a. *Hotspot rentals:* Ms. Yost reported that she and Ms. Sharayko, assistant director, evaluated the program to identify opportunities for cost savings and additional income, which include raising the rental fees.
 - b. *Transferring hotspot rental fundraising program to the Friends:* Ms. Yost suggested that the Board ask the Friends to help with the hotspot rental program to align with their mission of raising money for the Library and to eliminate some fundraising expenses from the Library's budget. The Friends would open a bank account to accept hotspot fees collected from customers and to pay the T-Mobile bill each month. After a lengthy discussion, Ms. Muth asked Ms. Hynes, Friends liaison, to see if the Friends would be willing to pursue such an arrangement.
 - c. *Berks Heritage Center Road Ramble:* Ms. Muth reported that the Center's 2022 Road Ramble will be held Saturday, Oct. 15, ending at the Albany Township Historical Society. She suggested that the Library solicit items for gift baskets and then hold a raffle to coincide with the Ramble. The History Center has already agreed to donate items for one of the baskets. The Fundraising Committee will coordinate the effort by soliciting items for additional gift baskets, managing ticket sales, etc.
 - d. *Board/Friends/volunteer/staff get-together.* Ms. Hynes will ask the Friends if they're interested in participating in such an event this year.
11. **Other: Next Board meeting Thursday, April 14, at 7 p.m.**
12. **Motion to Adjourn: (7:57 p.m.) A motion was made to adjourn. The motion carried.**

Respectfully submitted by Robert Shade, Secretary