

**Kutztown Community Library  
Board of Trustees Meeting Minutes  
April 14, 2022**

1. **Introductions:**
  - a. Present: Barbara Coffin, Linda Foulke, Gerry Hynes, Judy Koller, Lucy Muth, Robert Shade
  - b. Others: Janet Yost (Library Director)
  - c. Absent: Harry Heffelfinger, Mary Beth Miozza, Joshua Sprinkle, 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 March 10, 2022, Meeting Minutes. A motion was made to approve the minutes of the March meeting. The motion carried.**
3. **Treasurer's Report:** Mr. Heffelfinger
  - a. **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. Supplementing her written report, Ms. Yost reported that Lori Balthaser started her employment as a Level 2 Clerk.
  - b. Ms. Yost has received numerous positive comments about the Beyond Kutztown Program and the Passport to Unity Boxes. Next week she will be meeting with one patron who has expressed concerns about the topics the program addresses.
5. **BCPL Report:** Ms. Hynes
  - a. No report.
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) Ms. Koller attended the most recent meeting and reported on fundraising activities at the library.
7. **Friends Liaison Report:** (Ms. Hynes)
  - a. The Friends' next two fundraisers are the plant sale at Countryside Nursery on April 23 and the Hershey Gardens bus tour on June 16.
  - b. The Friends have agreed to assume responsibility for the hotspot rental program.
  - c. **A motion was made to transfer responsibility for the hotspot rental program from the Library Board to the Friends. The motion carried.**
8. **Committees:** Ms. Muth
  - a. **Fundraising:** (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke) No meeting, no report.
  - b. **Property:** (Mr. Shade, Mr. Sprinkle) Mr. Shade reported that he and Janet met with Bob Longley, insurance agent, to review the library's coverage. As a result, they increased the library's replacement value coverage and added a rider to cover injuries suffered by library volunteers.

- c. **Personnel: (Ms. Muth)** No report.
- d. **Nominations: (Ms. Muth)** No report.
- 9. **Old Business:** Ms. Hynes reported that the Friends have decided to hold a one-hour volunteer/staff appreciation event at the library at 6 p.m. on May 11. **A motion was made to hold the May board meeting immediately following the Friends event. The motion carried.**
- 10. **New Business:**
  - a. *Municipal Funds Requests:* **A motion was made to have Ms. Yost send letters asking the municipalities we serve to release their funding for 2022. The motion carried.**
  - b. *Shoofly Pie Fundraiser:* Ms. Yost presented the board with an opportunity to sell shoofly pies at Kutztown Day. The board decided not to pursue the opportunity.
  - c. *New York City bus trip:* Ms. Yost reported that Mary Edwards has offered to coordinate a trip to NYC in October with assistance from Ms. Yost.
  - d. *Trustee training:* Mr. Shade reported that he completed the “Board Governance 101” training session via ZOOM on March 24, 2022. Topics discussed included Duty of Loyalty, Duty of Obedience and Duty of Care.
- 11. **Other: Next Board meeting Wednesday, May 11, immediately after the Friends gathering.**
- 12. **Motion to Adjourn: (8:08 p.m.) A motion was made to adjourn. The motion carried.**

**Respectfully submitted by Robert Shade, Secretary**