

**Kutztown Community Library
Board of Trustees Meeting Minutes
June 9, 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 called the meeting to order at 7 p.m.**
2. **Board Minutes:** Mr. Shade
 - a. **Approval of the May 2022 Meeting Minutes. A motion was made to approve the minutes of the May 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.**
 - b. **A motion was made to approve the Financial Investment 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 Tara Sanders, Taylor Kutz's replacement, is learning quickly and becoming acclimated to the library.
 - b. Requests for passports increased and are now leveling off.
 - c. We received our small game of chance license renewal from the county treasurer and our new tax-exempt certificate.
5. **BCPL Report:** Ms. Hynes attended the virtual meeting in May. The system has spent 45% of its budget for 2022. Portable translators covering 50 different languages are available for the libraries' use. Windows 10 is being installed on 450 PCs in the system.
6. **Municipality Liaison Reports:** Ms. Muth
 - a. Albany: (Ms. Foulke and Ms. Muth) No report.
 - b. Greenwich: (Ms. Coffin and Mr. Heffelfinger) Mr. Heffelfinger sent the township a letter requesting an additional \$250 in contributions so we qualify for matching funds.
 - c. Kutztown: (Mr. Shade and Mr. Sprinkle) No report.
 - d. Lyons: No report.
 - e. Maxatawny: (Ms. Koller) Ms. Koller discussed our Passport to Unity boxes at the meeting.
7. **Friends Liaison Report:** (Ms. Hynes) Ms. Hynes thanked everyone who staffed the library's table at the historical society's event in May. Upcoming fundraisers include next week's bus trip to Hershey. The Friends donated \$3,000 to support Summer Quest and \$750 toward installation of the Story Walk, and gave Ms. Kutz a \$500 parting gift.
8. **Committees:** Ms. Muth
 - a. **Fundraising: (Ms. Coffin, Mr. Heffelfinger, Ms. Koller, Ms. Foulke)**
 - i. Ms. Foulke reported that the barbecue fundraiser scheduled for July 10 at the Grove at Kempton will cost \$50 and will include brisket and pork, a

variety of sides, drinks and desserts, the band Sixty 30 and 2 12 oz. beers per ticket holder. Our general liability insurance policy will cover the event. Ms. Yost completed RAMP training, a \$25 online course for servers of alcoholic beverages that includes identifying and refusing service to guests who appear to be underage or inebriated. Mr. Shade questioned our ability to include beer in the purchase price and was assured that it's standard practice for nonprofits to issue separate drink tickets for "complimentary" alcoholic beverages.

- b. **Property: (Mr. Shade, Mr. Sprinkle)** Mr. Shade reported that he and Ms. Yost met with master electrician Dustin Wentzel to get prices on a variety of electrical upgrades and repairs around the building. Mr. Wentzel submitted an itemized list of charges totaling \$5,387. **A motion was made to authorize Mr. Wentzel to do all of the work itemized in his proposal. The motion carried.**
 - c. **Personnel: (Ms. Muth)** No report.
 - d. **Nominations: (Ms. Muth)** No report.
9. **Old Business:** The library was well-represented at the recent event at the Historical Society.
10. **New Business:**
- a. **Goals and Objectives:** Ms. Yost reported that progress is being made on most of the stated goals and objectives.
 - b. Mr. Shade requested that Ms. Yost ask the library staff to identify themselves when they answer the phone.
11. **Other: Next Board meeting is scheduled for Thursday, Aug. 11, at 7 p.m.**
12. **Motion to Adjourn: (8:19 p.m.) A motion was made to adjourn. The motion carried.**

Respectfully submitted by Robert Shade, Secretary