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## Board Meeting Minutes: October 10, 2019

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### 1. Introductions:

- a. **Present:** Ernie Angstadt, Barbara Coffin, Lucy Muth, Robert Shade, Cathy Ruhf, Martin Smith, Mindy Wagaman
- b. **Others:** Janet Yost (Library Director)
- c. **Absent:** Rebeka Birch, Harry Heffelfinger, Arabel Elliott (Kutztown Borough Liaison)
- d. **Commencement: Meeting was called to order at 7:02 pm by Cathy Ruhf**

### 2. Approval of the Minutes: Mindy Wagaman moved, Lucy Muth seconded. The motion carried.

### 3. Treasurer's Report: Martin Smith and Janet Yost

- a. **Motion to pursue changing bank: Barbara Coffin moved, Lucy Muth seconded. The motion carried.**
- b. **Approval of the Treasurer's Report subject to audit: Lucy Muth moved, Barbara Coffin seconded. The motion carried.**

### 4. Library Director's & Youth Librarian Reports: Janet Yost

- a. Financial Series began in September
- b. TRL grant was renewed

### 2. BCPL Report- Mindy Wagaman

- a. No report. Next Meeting: 11/20 at 7 pm

### 5. Municipality Liaison Reports: Cathy Ruhf and Janet Yost

- a. Albany – Lucy Muth -probable increase in donation
- b. Greenwich – Harry Heffelfinger and Janet Yost revisited the municipality board meeting
- c. Kutztown – Cathy Ruhf and Martin Smith – Borough Council voted on the spot to increase funding to \$1.06 per capita.
- d. Lyons – Cathy Ruhf funding presentation was well received
- e. Maxatawny – no news on funding for 2020

### 6. Friends Liaison Report: Janet Yost

- a. Pearl Buck House Bus Trip is filled
- b. Pursuing June Garden Tour

### 7. Committees: Cathy Ruhf

#### a. **Nomination:**

- i. Linda Folke from Albany Township agreed to accept the Board position

#### b. **Property:**

- i. Short property list is being created

#### c. **Fundraising:** Mindy Wagaman

- i. Library Express - brought in a profit of \$1,042.55
- ii. NYC Bus Trip - brought in a profit of \$1,050.00. Mary Edwards suggested an April 2020 trip.
- iii. Washington DC Bus Trip – currently 31 seats sold. Bus size reduced to 47 passenger.
- iv. Annual Appeal – letters printed and being prepared to mail in October
- v. Ideas for future fundraisers
  1. Restaurants
  2. Nesting Box (after January 1<sup>st</sup>) Lucy Muth

3. Greeting cards in April/May Mindy Wagaman

**d. Personnel:**

i. Nothing to report

**8. Old Business:** Cathy Ruhf

a. Library Open House - Cathy is preparing signup sheets for food preparation, writing scripts, and talking with Friends about food/beverage contributions. Teens will be asked to help serve food.

**9. New Business:** Cathy Ruhf and Janet Yost

a. **Motion to approve revisions of the following policies: Employee Protection and Library Behavior: Barbara Coffin moved, Lucy Muth seconded. The motion carried.**

b. Board reviewed the revisions of the Board Position Descriptions and made minor corrections.

c. Unauthorized tote bags by a company that is representing themselves as advertisers for the library have been reported by two local businesses. The businesses have been asked to report this fraud to the police.

**10. Other:**

a. **Motion made to approve the authorized signers on our financial accounts: Cathrine Ruhf, President and Martin Smith, Treasurer. Lucy Muth moved, Mindy Wagaman seconded. The motion carried.**

b. **Next Board Meeting – Thursday, November 14, 2019 @ 7 pm**

**11. Motion to adjourn: 8:01 pm by Ernie Angstadt moved, Barbara Coffin seconded. The motion carried.**

**Respectfully submitted by Janet Yost, Library Director**