

Board of Trustees Meeting Minutes

Thursday, May 9, 2024

1. a. **Present:** Cathleen Brown, Linda Foulke, Gerry Hynes, Kathryn Landis, Sue Neumann, Ann Pirnot, Janet Yost (Library Director)
b. **Absent:** Fred Engelhardt (liaison with the Kutztown Borough), Harry Heffelfinger, Jennifer Lau, Joanne Yoder
c. Linda Foulke, President, called the meeting to order at 7:05 p.m.
2. **Approval of Minutes** (Ann) Gerry made a motion to approve the minutes, seconded by Sue and approved by all.
3. **Treasurer's Report** (Harry) comments by Janet: new computers installed and more print materials are being purchased. Sue made a motion to approve the Treasurer's Report subject to audit, seconded by Ann and approved by all.
4. **Librarian's Report** (Janet) Instead of hiring a Summer Page, Kaylee Derr has been hired as a Program Specialist for the summer. Her most important duties will be the Summer Quest and Teen Reading Lounge.
5. **BCPL Meeting** (Gerry, Sue-May 15, Aug. 21, Nov. 20, 2024)
 - a. Gerry reminded us to write letters in support of funding made by the Advocacy Committee on April 11 via email.
 - b. Gerry will write the BCPL expressing our concern about a proposed facility policy.
6. **Municipality Reports**
 - a. Albany (Linda, Gerry, Sue-1st Monday, 7:30 p.m.)
 - b. Greenwich (Harry-1st Monday, 7:30 p.m.)
 - c. Kutztown (Ann, Kathy, Joanne-3rd Tuesday, 7:30 p.m.)
 - d. Lyons (1st Monday, 7 p.m.)
 - e. Maxatawny (Jen, Cathleen- 2nd Wednesday, 7:30 p.m.)
 - f. No reports.
7. **Friends Liaison Report** (Gerry) Friends working on a Book & Jewelry Sale on May 12, the Gettysburg Trip on August 16 and Bingo at the Lyons Fire Co. in October
8. **Committees**
 - a. **Fundraising** (Jen, Sue, Cathleen)
BBQ – Sunday, July 14
Caterer: Messy Pig
Entertainment: Hannah Violet
Time: 1-4pm Ask caterer when serving line is ready and for how long.
Participation by each board member: sell 6 adult tickets (\$50. Each)

Bring dessert divided into individual portions (app. 20) Janet has containers and Gerry will coordinate dessert table.

Supply raffle basket worth up to \$60. Bring basket to Library by June 27.

Small BBQ meeting next week to discuss details ex. signs & tickets.

- b. **Property** (Ann, Joanne) Looking for new cleaning person.
- c. **Personnel** (Linda, Sue, Kathy) Working on written job descriptions and contracts for non-union personnel
- d. **Governance** (Gerry, Jen, Cathleen) Working on final edits to the Board of Trustees-Position Description and reviewing the Mission & Vision wording. Final draft will be done on June 6 & will be up for a vote at our June 13 mtg.
- e. **Finance** (Harry, Mary Edwards, Rob Gottlund) Finance Committee has not met yet.

9. Old Business

- a. Borough/Library Agreement (Fred) Borough solicitor is reviewing it.
- b. Computers have been installed

10. **Other:** Our Library is featured in the centerfold of the BCPL 2023 annual report.

11. **Adjournment:** Gerry made a motion to adjourn the meeting, seconded by Kathy and approved by all at 8:25 p.m.

Next Meeting: Thursday, June 13 at 7 p.m. No July meeting