



**Board of Trustees Meeting Minutes
Thursday, August 8, 2024**

1. a. **Present:** Cathleen Brown, Linda Foulke, Gerry Hynes, Sue Neumann, Joanne Yoder, Harry Heffelfinger, Kathryn Landis, Jennifer Lau, Janet Yost (Library Director)
b. **Absent:** Jennifer Lau, Ann Pirnot, Fred Engelhardt (Kutztown Borough liaison),
c. Linda Foulke, President, called the meeting to order at 7 pm in the Community Room at the Kutztown Community Library. Janet introduced Becky Wanamaker, District Librarian.
2. **Approval of Minutes** (Ann) Joanne made the motion to approve the minutes, Cathleen seconded by and approved by all.
3. **Treasurer's Report** (Harry) Kathy made a motion to approve the Treasurer's Report subject to audit, Cathleen seconded and approved by all.
4. **Librarian's Report** (Janet)
Summer Quest will end on August 10.
5. **BCPL Meeting** (Gerry, Sue - Aug. 21, Nov. 20, 2024)
Gerry thanks the people who wrote letters to the state to support library funding. The state budget did not change: the 2025 budget will stay the same at the 2024 budget.
6. **Municipality Reports**
 - a. Albany (Linda, Gerry, Sue- 1st Monday, 7:30 pm) No report.
 - b. Greenwich (Harry- 1st Monday, 7:30 pm) No report.
 - c. Kutztown (Ann, Kathy, Joanne- 3rd Tuesday, 7:30 pm) No report.
 - d. Lyons (1st Monday, 7 pm) No report.
 - e. Maxatawny (Jen, Cathleen- 2nd Wednesday, 7:30 pm) No report.
7. **Friends Liaison Report** (Gerry) No July meeting. Aug. 20 is the next meeting. Oct. 13 is the Bingo fundraiser. Thank you to the Friends who provided desserts and pretzels for the BBQ fundraiser.
8. **Committees**
 - a. **Fundraising** (Jen, Sue, Cathleen)
 - i. BBQ- Sunday, July 14. We made a profit of \$2,605.41 at the event.
 - ii. The donation sign for Laurel Ziegler's donation is in process.
 - b. **Property** (Ann, Joanne). No report.
 - c. **Personnel** (Linda, Sue, Kathy) The Board discussed the change of the Youth Librarian position from full time to part time Youth Services Coordinator.

d. **Governance** (Gerry, Jen, Cathleen). Gerry moved and Cathleen seconded to accept the updated policies for Document Retention, Program, Reference, Display, Employee Whistleblower Protection, Policy Audit Schedule. The Mission and Vision statements and Volunteer policy were tabled until next month.

e. **Finance** (Harry, Mary Edwards, Rob Gottlund) No report.

9. **Old Business** The Library Board and Borough of Kutztown will meet to go over the agreement.

10. **New business.**

- i. A new hand drier for the back bathroom will cost (estimated) \$1,485. This will decrease the opportunity for paper towels to be put down the toilet and clog the line. Gerry moved and Joanne seconded the motion to accept the proposal for Wentzel Inc. to install the bathroom hand drier for \$1,484.
- ii. The Board discussed keeping the old copier and not leasing a new copier.
- iii. Harry moved and Kathy seconded the motion to approve the updated personnel policy and approved by all.
- iv. Harry moved and Joann seconded increasing the building maintenance expense line of the budget from \$5,000 to \$20,000.

11. **Adjournment:** Gerry moved and Joanne seconded the motion to adjourn at 8:09 pm.