

# Muhlenberg Community Library

## Minutes from June 10, 2019

**Call to Order:** President Judy Schwambach called the meeting to order at 6:30 p.m.

**Attendance:** Judy Schwambach, Joe Yarworth, Diane Benson, Linda Roebuck, Karen Schreiber

**Absent:** Joan Crater, Kathy Felker, Cathy Meck, Lori Madera, Terry Heckman

**Also Present:** Melissa Adams, Library Director.

WE DID NOT HAVE A QUORUM SO THESE ARE JUST NOTES OF THE MEETING.

**Consent Agenda:** There were not questions on the May meeting minutes nor the monthly library report.

**Treasure's Report:** It was filed for audit.

**Correspondence:** LeeBeth Cranmer has submitted her letter of resignation, effective June 12, 2019.

### **Library Director's Verbal Report:**

- The Keystone Community Grant reimbursement has come in. Funds just need to be transferred back to the proper account. Melissa would like to purchase more chairs in the near future so that we can make sure that they match what we have now.
- Fire Alarm has been installed and the staff have been trained. The Knox Box outside the building will be installed soon then an inspection will follow.
- Business sponsorship: \$330 has been received from Rittenhouse Village from their Books for Berks event. About \$5,000 for the matching funds have been raised thus far. Please continue to seek sponsors.
- Lehigh Valley PALA Conference: Tara Ring was the recipient of the 2019 Support Staff Award, which came with a reimbursement of her conference registration fee and membership to PALA for a year. Great job Tara.

**Personnel:** The Assistant Library job description was updated and advertised. Melissa is in the process of interviewing for the job. Hopefully, an offer will be made to a candidate this week.

**System Meeting:** No meeting in May. The next System Meeting will be held on June 19, 2019.

### **Old Business:**

- The Woman's Club meet in the newly renovated community room. We need to formulate a policy or procedures to inspect the room prior to the group leaving. We also need to purchase a vacuum to clean up any simple messes, so that we do not have to borrow the cleaning companies' equipment.
- Most likely the "Friends of the Library" will dissolve. Funds from their account will need to be spent.... maybe on that vacuum.
- The Golf Fund Raiser will be held on July 10<sup>th</sup>. If you do not have tickets please get in contact with Joan.

- The reading incentive program through Boscov's is in place. Kids can earn a free breakfast with the numbers of books that they read.

**New Business:**

- Linda has some new neighbor so she would prefer not to have the annual picnic in August at her house. Karen suggested the farmhouse at JDP. She will look into the availability and get back to the group. The dates in question are Aug. 2 or 16<sup>th</sup>.

**Adjournment:** Meeting was adjourned.

**Dates to remember:**

Next meeting	<b>Monday, July 8, 2019 6:30 p.m.</b>
Book Sale	June 12-15
Mini Golf	July 10
River Fest	August 24 and 25
Designer Bag Bingo	September 22