

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
February 12, 2024**

Call to Order: President Linda Roebuck called the meeting to order at 4:30 p.m.

Attendance: Linda Roebuck, Karen Schreiber, Kelly Gorski, Judy Kutzamanis, Lori Madara, Diane Benson, Kathy Felker.

Absent: Romeris Perez, Janet Howard, Norma Rutt, Lori Potteiger.

Consent Agenda: Diane made a motion to accept the January Minutes and Monthly Library Report. Judy seconded it. The motion passed unanimously.

Treasurer's Report: The January Treasurer's Report was filed for audit.

Correspondence: Up to date.

Library Director's Report:

Library Business –

The heater was replaced following the cold weather because the front of the library was not heating.

The toilets in the women's bathroom were unclogged and the last stall was capped.

Started collecting documents for the State Annual Report.

Preparing for the SPARK Migration.

Romain Fick, a patron, fell outside of our building stepping down from the curb.

Melissa

filled out an incident report.

Fundraising –

The spring mailing components are being put together.

Lori P. has been collecting Raffle Basket prizes and coordinating Restaurant Fundraisers.

The library is creating small fundraisers to do in the library.

Programming & Outreach –

Program meeting with Kelly Gorski to devise a plan for the Township and Library to create

collaborative programming.

February Adult Program: mystery date with a book. Will have adults pick out a gift-wrapped books from our display. Patrons will have to rate their mystery date book for a chance to win a basket of Valentine's Day goodies.

YS New RPG club will meet from 3:30-5:00 on Mondays.

YS New Semantic Antics

YS New Roll for Initiative

Personnel: No changes. The staff is working great together.

System Meeting: Will be held on February 21, 2024

Old Business:

Fundraising Committee – Lori P. has set up the spring restaurant fundraisers:

March 14 – HoneyGrow

April 10 - Texas Roadhouse

May 15 & 16 – Pizza Como

June ? - Aladdin Diner

Nellie Walter tickets for March 12th, 35 tickets have been sold.

MCL night at the Reading Royals will be held on March 23rd. All tickets purchased with a designated code the Royals will donate \$5.00 to MCL.

Give Me Color – painting with Sarah will be held at the Rec Building on April 26. BYOB. Light snacks will be provided.

Raffle baskets will be put out next week.

Linda and Kathy attended a community event held at Berks Fire & Water. They were able to distribute information about our Library and the many programs that we offer. They met other vendors that would like to come to our Health Fair on May 4, 2024.

Building expense: The front heater went out and had to be repaired. The cost was \$950. The ladies' room had water issue and that repair was \$400.

Lease: Longley Insurance is reviewing the amended Library Lease. He will get back to us if there are any changes he feels are necessary to make sure we have adequate coverage.

New Business:

Shredding Day will be held in the parking lot of MCL. It will be the first week in March.

April 8, 2024 will be a solar eclipse. Eileen has purchased sunglasses to sell for this event. Sarah has crafts and activities for the kids to do.

The Spring mailer will go out the first week of March. The insert was shared with Board members and the members would like the insert to be redone to make it reader friendly.

Continuing Ed credits are needed for staff and for Board members. Melissa will inform each individual what courses are available and the number of credits each member needs.

Clearances – Melissa will check and inform each Board member when their clearances need to be updated.

Adjournment: Karen made a motion to adjourn the meeting. Diane seconded it. The motion passed unanimously.

Next Meeting: Monday, March 11, 2024 at 4:30 p.m.