

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
March 13, 2023**

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

Attendance: Norma Rutt, Diane Benson, Linda Roebuck, Kathy Felker, Karen Schreiber, Lori Madara.

Absent: Janet Howard and Lori Potteiger.

Also Present: Christie Brown, Library Director.

Consent Agenda:

Norma made a motion to accept the January 9, 2023, meeting Minutes. Diane seconded it. The motion passed unanimously.

Karen made a motion to accept the January and February Monthly Library Reports. Kathy seconded it. The motion passed unanimously.

Treasurer's Report: The January and February reports were filed for audit.

Correspondence: We have received a thank you card from Erma Haas for her gift of chocolate. The Board has signed a Thank You letter to Dr. Macharola and the School Board. A book will be chosen, and a book plate will be placed in it for appreciation of working together with the Superintendent and the School Board.

Library Director's Verbal Report:

Library Business -

The water heater was replaced last week following a leak.
The School Board voted to approve our roof replacement.

Fundraising -

The spring mailing components have all been sent to the printer. The planned date for folding, stuffing, labeling is the week of March 27.

Programming and Outreach –

Melissa is still out through the end of the month. She has been working from home as she is able.

Youth programs are being run by volunteers.

Personnel: Alex has returned to the Library and has asked for more hours. Christie is working up a new Hourly and Salary Costs per Pay Period, while making sure our Library is staffed appropriately.

System Meeting: was held on February 15, 2023. Linda was our representative. The County went over the guidelines for hosting fundraisers in another library's territory. They will provide verbiage on how to do this.

Old Business:

Dean Patton's photography display will start April 1st. Set up will be the week of March 27th. The Fairgrounds Raceway Historical Society will also set up a display.

Tuesday, April 11th, from 6:00 – 7:30 there will be a reception and meet and greet with Judge Patton.

Christie will look through Donor Snap and for donors giving \$100 or more, they will be sent an invitation to the April 11th reception.

Nellie Walter is also on April 11th. Karen will represent the Library at that event.

Employee Handbook – Kathy is combining the Handbook and the Personnel Policy. She will also redo the Org Chart and have it comply with who is responsible for which position.

Alsace Township support – Lori asked Christie if they have been contacted yet, to see if they intend to support our Library. Christie said she hasn't contacted them yet. She will call them.

New Business:

2022 Engagement letters from Herbein. The Board feels their rate is too high. Christie has been asked to call other libraries and find out who they use. Then she should contact the accounting firms to get a quote from them.

SEP account. Karen made a motion to give 5% to Eileen Simms' account. Norma seconded it. The motion passed unanimously.

Fundraising Committee –

Raffles – there are 8 raffle baskets in the Library. The drawing will be held on April 12, 2023.

Restaurant Fundraisers – Panera Bread, Chick fil A, Pizza Como, Austin's & Coastal Grille, Five Star Nutrition. We need to advertise these events at local businesses and also keep posting them on the Library FB page and also on the Website.

Paint 'N Sip – will be held on May 12th. Eileen has created and printed the tickets. We need to sell these tickets, so invite your friends and family. This event will also be posted on the Library's FB page and website.

Trivia Night – looking to possibly hold a trivia night at the Library (or other location) as a fundraiser for the Library.

Disney Trivia night – the Library does have a license to show a Disney movie, and the date will just have to be checked to see if there are any black out nights. The trivia and movie will be tied together. No date has been chosen yet.

Communication tool – Kathy suggested an activity board (dry erase) that can be posted by the month on what each employee is working on. That way everyone will see what the others are doing and possibly lend a hand if they have time available. This can be updated after the weekly staff meeting. Christie should also type up the bullet points to email to the staff after each staff meeting so everyone has the communication and can update or correct something they feel isn't correct.

Adjournment: The meeting was adjourned at 6:13 p.m.

Dates to Remember

April 1 – May 6, 2023	Dean Patton display (Library hours)
April 10, 2023	Next Meeting, 4:30 p.m.
April 11, 2023	Dean Patton reception 6:00 – 7:30 p.m.
April 11, 2023	Nellie Walter fundraiser 6:30 – 8:00 p.m.
April 19, 2023	Panera fundraiser 4:00 – 8:00 p.m.