

**Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
May 8, 2023**

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

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

**Consent Agenda:** Karen made a motion to pass the April Consent Agenda. Kathy seconded it. The motion passed unanimously.

**Treasurer's Report:** The April report was filed for audit.

**Correspondence:** Up to date.

**Library Director's Verbal Report:**

**Staffing:** A number of us attended BCPL's Staff Development Day on April 28.

**Fundraising:**

We have still been receiving a steady response from the spring mailing. Eileen scheduled the hallway rental for the craft fair, including the evening before for set up. Eileen also has continued requesting raffle donations as well as summer quest prizes from local businesses.

**Programming & Outreach:**

Perri is using the information gathered in her survey and working on scheduling adult programs (Goal #1c). Work continues with the StoryWalk grant, Teen Reading Lounge grant (Goal #1c). Melissa is finishing up her schedule for the summer and we are working on getting a summer flyer out to school students (Goal #3c). The Easter event was attended by over 350 patrons. No outreach events were held this month, but we do have some in planning stages.

**General:**

Continuing work getting estimates for the magnetic locks. I have received a quote for panic buttons and the new security panel was installed last week (Goal #1a).

Working with Ken Patterson from the school district to price options for the educational grant sponsored by Mark Rozzi. Possibilities include automatic doors, an accessible restroom, computer upgrades, a teen space renovation and some updates to the children's area as well (Goal #1b).

Roof replacement is complete, and the wobbly sign has been removed (Goal #1b).

Eileen has been continuing with collection maintenance of the reference, literacy and music cd collections in order to move things around a bit for better visibility and hopefully improved circulation. She continues to build the adult Spanish language books (Goal #1c).

**Personnel:** No report.

**System Meeting:** Will be held on May 17, and Linda will attend for our library.

**Old Business:**

Security System Update - Karen made a motion to go with the upgrade to the phone system in the amount of \$1173.74 with SAH. The motion was sent via email with a vote request to all board members.

All members approved the motion. The motion was unanimously passed, and the security system will be upgraded.

Employee Handbook/Personnel Policy Revision – Kathy and the other officers are working on this update.

Fundraising Updates – Amounts raised:

|                  |   |
|------------------|---|
| Raffle Baskets   | = 580.00  |
| Spring Book Sale | = 845.25  |
| Panera           | = 150.03  |
| Chick fil A      | = 201.98  |
| Pizza Como       | = 160.00 (Phil generously gave 20% of the sales to the library) |

Austin's/Coastal Grille fundraiser is this Wednesday, May 10, 2023.

Paint 'N Sip will be this Friday, May 12, 2023, with 24 tickets sold.

Nellie Walters is sold out for the May event.

Flea Market is this Saturday, May 13, 2023, with a rain date of Sunday, May 14.

Set up will be at 6:00 a.m. to sell our food items.

**New Business:**

Strategic planning – goal setting

SEP IRA – plan for the future; Christie will invite our accountant Paul Brooker to our June 12<sup>th</sup> meeting to discuss this.

Policy Review –

Compensation Policy – Norma made a motion to accept the compensation policy as updated. Janet seconded it. The motion passed unanimously.

Whistleblower Policy – Janet made a motion to accept the whistleblower policy as updated. Diane seconded it. The motion passed unanimously.

**Adjournment:** Diane made a motion to adjourn the meeting. Karen seconded it. The meeting was adjourned at 5:50 p.m.

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**Next Meeting: Monday, June 12, 2023, at 4:30 p.m.**