

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
October 9, 2023**

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

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

Also Present: Melissa Carroll, Library Director and Eileen Simms, Assistant Library Director.

Consent Agenda: Karen made a motion to accept the September meeting Minutes and the monthly library report. Diane seconded it. The motion passed unanimously.

Treasurer's Report: Due to the death of our bookkeeper's husband, the Treasurer's report is not available.

Finance: Diamond Credit Union Credit Card - Melissa A. Carroll is the Director of MCL as of July 18, 2023. We need to have her name on the Library's credit card and remove Christie Brown's name from any library account at Diamond Credit Union. Melissa will have the credit card in the amount of \$4,500 out of the total \$10,000 limit the Library has at Diamond Credit Union.

Correspondence: None.

Library Director's Verbal Report:

Library Business –

RPL is using additional district funds received due to the recently approved state increase in library funding to upgrade the county library email system. We will have a few new email addresses using our domain name rather than berks.lib.pa.us. For example: director@muhlenbergcommunitylibrary.org, assistantdirector@muhlenbergcommunitylibrary.org, youth@muhlenbergcommunitylibrary.org

The Berks County Solicitor's Office sent a letter regarding the Membership Agreement Amendment to each library. It was signed and will be mailed to the County Contracts Office.

School District Foundation donated \$500.
We received our CCA reimbursement of \$1000.

Fundraising –

- September Nellie Walter event went well - we sold 30 out of 45 tickets.
- Harvest Craft Fair flyers were printed and passed out in the library and in all outreach events and was posted on Facebook and the website, per Lori all of the craft vendor spots are reserved.
- We have a Trail of Lights Sponsors Google doc uploaded so we can all add to the document. It was emailed with the Board documents this morning.
- The Fall mailing process was initiated and is almost ready to be stuffed for mailing.

Eileen and Linda attended the Laureldale Festival.

We are still signing up participants for the Trunk or Treat Program.

We are working on the fourth quarter Health Literacy initiative for PA Humanities.

Created Banned Book Display for October Banned Books Week, Oct. 1-7.

Working with Migrant Services for Spanish Storytime.

Sarah K Volunteered to do a baby story time until we hire a Youth Service Person.

Received a new Teen Gaming Grant from PA Smart.

Eileen spoke with Dave Shalter about his train display for the holidays. He's not sure if he can be there for the Trail of Lights.

Personnel:

We hired two new Library Assistants- Nany Sebastian Bueno and Sarah Kiebach.

We are still interviewing for the Youth Services position.

Theresa has been filling in as a temporary staff member until we are fully staffed.

Programming & Outreach

System Meeting: Next meeting is in November.

Old Business:

- a. Employee Handbook/Personnel policy revision (SEP account) – Norma made a motion to set up a meeting with Mark Lasko to explore the SEP IRA accounts that Mass Mutual has to offer for our employees. Lori Potteiger seconded it. The motion passed unanimously.
- b. Fundraising Committee Updates – The Fall donation campaign is under way. Tara made a great information flyer highlighting the events that are happening at our Library. The mailer is scheduled to go out at the end of this week.

The next restaurant fundraiser is on October 17, at Norte Sur. Invite your friends and family to come out to eat there or get take-out.

The Craft Fair is quickly approaching. We passed a sign-up sheet around for volunteer times and food donations that are needed. We appreciate everyone signing up to participate.

Karen brought in packs of notecards that will be sold at the Craft Fair at the Library table. Tickets for the Raffle baskets will be available at the Library and then at the Craft Fair.

Tickets for the Holiday Trail of Lights and the Paint 'N Sip will be sold at the Library table.

Holiday Trail of Lights – the tickets are ready and will be sold at the Craft Fair and also at the circulation desk. A Google document has been shared so we can update any sponsor that we have contacted. Please continue to ask businesses for Raffle Basket items for this event.

- c. Lease Agreement: Karen will check with the Township's solicitor to see if she would be available to read over our Lease Agreement with the School District. The Library Board would like to get a new Lease Agreement signed this year.

New Business:

- a. Policy Review – Library Abuse Policy: Karen made a motion to accept the Library Abuse Policy as written, with no changes. Norma seconded it. The motion passed unanimously.

Adjournment: The meeting was adjourned at 6:00 p.m.

Next Meeting: **Monday, November 13, 2023, at 4:30 p.m.**