

Muhlenberg Community Library
Board of Trustees
1-24-22 Meeting Minutes

(Rescheduled from 1-17-22 due to COVID)

Call to Order: Treasurer Karen Schreiber called the meeting to order at 4:30.

Attendance: Terry Heckman, Norma Rutt, Kathy Felker, Diane Benson, Lori Madara, Karen Schreiber, Jenn Koch.

Absent: Linda Roebuck.

Also Present: Concepcion De Los Santos, future Board Member.
Eileen Simms, Assistant Library Director.

Consent Agenda: Terry made a motion to accept the December 2021 Board Minutes and Monthly Library Report. Kathy seconded it. The motion passed unanimously.

Treasurer's Report: The December 2021 report is still open until a few final items are entered. Then the report will be filed for audit.

Correspondence: Is up to date.

Library Assistant Director's Verbal Report:

Municipal Support:

The final municipal support payment was received from Laureldale Borough in the amount of \$2,250.

We received \$10,000 in matching business donations from Muhlenberg Township.

The documentation of the municipal support was sent to the System Administrator.

Money Transfers:

\$30,000 was transferred from the checking account to the Capital Fund.

\$50,000 was moved from the checking account was moved into the Money Market account. Both transfers were voted on by the Board in December 2021.

Building:

Kissler O'Brien Company has completed the annual fire extinguisher inspection and the application and payment for the fire license has been sent.

Due to the ongoing freezing temperatures, the faucets are left to drip to prevent pipes from freezing.

BCPL Awards:

Our long-time volunteer Sylvia Shaner has won the Merit Award for her twenty plus years of volunteering.

Programming:

We had a successful Holiday Open House that was well attended. Dave's Toy Train Display was a hit.

Alexia Sahaida and Melissa Carroll planned many nice programs.

Corona Virus/Returning to Normal Status:

Mask wearing is now required while in the library.

Due to staff shortages, we offered Library to Go services only, with no indoor browsing for a few days.

Meetings through the Systems Office are currently being held virtually.

The library is open again to the public.

Personnel: We have received one application for Library Director.

Alexa Sahaida has stepped back to only working one day a week at the Library. She does not want to be the adult program director. Eileen will talk to another employee who is interested in the adult program.

The Board then went into Executive Session on a personnel issue.

System Meeting: Linda will represent our Library at the meeting.

Old Business: None.

New Business:

Election of Board Officers:

Karen made a motion for the appointment of –

President – Linda Roebuck

Vice-President – Kathy Felker

Secretary – Lori Madara

Treasurer – Karen Schreiber

Norma seconded it. The motion passed unanimously.

Policy Review:

Norma made a motion to accept the Mission Statement as written with no changes. Diane seconded it. The motion passed unanimously.

Jenn made a motion to accept the Vision Statement as written with no changes. Lori seconded it. The motion passed unanimously.

Strategic Plan expires in 2022:

We need to set up a committee and start working on this. We will wait until we have a new Library Director.

Fundraising:

Fall Craft Fair will be Saturday October 29, 2022, at the Muhlenberg Township Building.

Nellie Walter fundraiser will be on March 8, 2022, at the Rec Building on River Road.

Spring Flea Market will be held on May 14 with a rain date of May 15 at Jim Dietrich Park.

Holiday House fundraiser – Festival of Lights. Tickets would be purchased at the Library and on the evening of the event the route map will be passed out. Possibly \$25 per car. Santa could be at the Goodwill Fire Company on Tuckerton Road to greet the families. We could have raffle baskets at the Library, door prizes, find a character (such as Mickey or Minnie) for picture taking with the kids, treats and a Poker Run card game with a chance to win big \$\$\$\$. We would like to get business sponsors to help offset the cost and also that is a good way for them to promote their community involvement. Fun night. This fundraiser would be held along with the Arts Board.

Adjournment:

Norma made a motion to adjourn the meeting at 5:15. Terry seconded it. The motion passed unanimously.

Dates to Remember:

Next Meeting **Monday, MARCH 14, 2022, at 4:30 p.m.**