

**Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
October 10, 2022**

**Call to Order:** President Linda Roebuck called the meeting to order at 4:32 p.m.

**Attendees:** Terry Heckman, Karen Schreiber, Lori Madara, Kathy Felker, Diane Benson, Linda Roebuck, Norma Rutt.

**Absent:** Concepcion De Los Santos.

**Also Present:** Christie Brown, Library Director.

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

**Treasurer's Report:** Was filed for audit.

**Correspondence:** Is current.

**Library Director's Verbal Report:**

**Library Business**

- We started our Library of Things collection using the \$500 from the system. A few items in the collection will be a portable telescope, a learn-to-play ukulele kit, a Cricut, and a code reader for cars.
- 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](mailto:youth@muhlenbergcommunitylibrary.org)

**Fundraising**

- October 4th Nellie Walter event was sold out.
- Harvest Craft Fair bake sale sign up was posted on Facebook and the website, patrons can also sign up at the desk and Tara will enter them into the sign-up genius.
- The fall mailing is in process.

**Programming & Outreach**

- Melissa visited school orientation.

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- Fall programs are in full swing, her Thursday morning story time is particularly well attended.

**Personnel**

- Paige tested positive for Covid before starting and has been having ongoing issues, so she never started work.
- We are interviewing again since we are unsure of Paige's status and may just have two new hires, which was the staffing level in the beginning of the year.

**System Meeting:** Will be held in November.

**Old Business:**

- Fundraising:
  - Craft Fair – everything is on schedule for set up on 10/28 and 10/29.
    - Board members have signed up to be available during the craft fair, helping where needed. Girl Scout Troop 134 and Boy Scout Troop 155 will be helping vendors bring in their items and also on Saturday help them load up.
    - Board members have also signed up to bring food items to sell.
    - Linda, Karen and Lori will meet on Friday at 9:00 a.m. to tape off the vendors selling areas.
    - Linda has most of the cooked food items that we will need for our food table. And the rest will be donated by Board members.
    - We have approximately 15 raffle prizes to raffle off at the craft fair.
  - Holiday Trail of Lights will be held on 12/10. This is a joint venture with the Arts Board. The committee is contacting businesses to get their sponsorship for this event. Tickets for this will be available to sell at the Craft Fair. More raffle baskets will be needed for this event.
- Christie will contact Mario about hosting a MCL night at Margherita's, where a portion of the sales will go to our library.
- The book sale will be held on November 10.

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- Employee Handbook and Strategic Plan – Kathy is working with Christie on both of these.

**New Business:**

- The County Commissioners have offered to pay our library all of the past due money from 2015 to the present. It is \$5,992.45. By accepting this we will agree to stay fine free indefinitely. Norma made a motion to accept the Commissioners offer. Karen seconded it. The motion passed unanimously.
- Business monetary sponsorships – we need to bring in more money from businesses so the Township will match the funds up to \$10,000.
- Monthly library meeting dates for 2023. We will hold our meetings at 4:30 p.m. every month except for February and August.
- Budget – Christie is working on the 2023 budget.
- Staff/volunteer party – we will forego this, and Linda will make sure they get their gifts.
- Customer’s Bank – Christie has signed the paperwork to become a signer on the account. She is able to move money around from the different accounts. Linda, Lori and Karen will need to go to the bank and sign that Christie has authorization to do this.
- Diamond Credit Union – the library has a credit card here with a \$10,000 spending limit. Norma made a motion to allow the following people the stated amounts on their card –

Christie Brown	\$4,500
Eileen Simms	\$4,500
Linda Roebuck	\$1,000

Terry seconded the motion. The motion passed unanimously.

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

Next Meeting Date - **Monday, November 14, 2022, at 4:30 p.m.**