

Muhlenberg Community Library
Board of Trustees
Meeting Minutes March 9, 2020

Call to Order: President Linda Roebuck called the meeting to order at 6:25 p.m.

Attendees: Linda Roebuck, Diane Benson, Lori Madara, Terry Heckman, Joe Yarworth, Karen Schreiber, Cathy Meck, Joan Crater, Judy Schwambach.

Absent: Kathy Felker.

Also Present: Melissa Adams, Library Director.

Consent Agenda: Joan made a motion to accept the February Consent Agenda, it was seconded by Joe. The motion passed unanimously.

Treasurer's Report: Was filed for audit.

Correspondence: Thank you letters for the fall campaign are still being sent out.

Library Director's Verbal Report:

Food Assistance Plans – our insurance company indicated it would be prudent to get a mini-fridge and shelf-stable pre-packaged foods. We should minimize any home prepared meals. Home prepared meals are okay, just not on a scheduled basis. Melissa is working on procedures and rules for this before proceeding further. Partnering with Carey Kline is still a possibility. Waiting for more details from him.

Coronavirus Planning

Tentative Plan –

Closures to the public as needed

Allow some staff temporary permission to work some hours from home

Provide staff opportunities to work on specific projects in library while closed

Make individual plans with other staff if needed

OCL (Office of Commonwealth Libraries) will not penalize libraries for closing

Personnel Report: None.

System Meeting : Joe attended the meeting on February 19, 2020. They had the election of officers. As part of the Spring Library, West Lawn Library may lose some funding. Instead of receiving full funds like a main library, which it has been receiving, they may be cut back to a branch level. A branch library doesn't need to have a director with a master's degree, they just need a manager. Salary funding for a

main library is based on having a director. Reading Library System is excluded from this policy. Linda will attend the May System meeting.

Old Business:

Margherita fund raiser – 153 tickets were sold

145 tickets were collected

Paid to Mario \$1,015.00

Our portion \$821.00

McDonald's fundraiser – March 17, 2020. Take flyers to advertise the date, time and place.

Spring Book Sale – April 15-18, 2020.

Nellie Watters is on April 15, and after the conclusion the book sale will be set up.

Primary Election Day – April 28, 2020. We need volunteers to provide baked goods and food, and to take a shift to man the table.

Spring Flea Market – May 16, 2020. Linda received the menu and a checklist from the previous stand holders. It looks to be a great fundraiser for our Library.

Friend's Group – papers were filed last year, and the 2019 taxes have been sent in. The group will be disbanded and the balance of their checking account, \$1,095, will be added to the Library account.

New Business:

Jersey Mike's is still an option for a fundraiser. Lori will contact them via letter asking them to partner with our Library in a fundraiser event. The manager didn't know exactly what fundraisers Jersey Mike's is doing presently, so after receiving the letter she will get back with us. Terry mentioned that they have a Day of Giving. Lori will ask in the letter to see if the Library can get on that list for 2021.

Muhlenberg Chick-fil-A isn't doing fundraisers until after July 2020. Lori will contact them to get on a list to have a possible fundraiser there for our Library.

Adjournment: The meeting was adjourned at 7:15 p.m.

Dates to Remember:

Next Meeting

Monday, May 11, 2020 at 6:30 P.M.

** THERE IS NO APRIL MEETING