

Muhlenberg Community Library
Board of Trustees Meeting Minutes
May 10, 2021

Call to Order: President Linda Roebuck called the meeting to order at 6:35 p.m.

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

Absent: Kathy Felker.

Also Present: Melissa Adams, Library Director.

Consent Agenda: Joe made a motion to accept the March Board Minutes and Monthly Library Report for March and April. Cathy seconded it. The motion passed unanimously.

Treasurer's Report: Terry made a motion to file for audit the March and April report. Joe seconded it. The motion passed unanimously.

Correspondence: We are current with sending out the thank you letters to patrons.

Library Director's Verbal Report:

PPP Loan – We are still waiting to hear more regarding the forgiveness of the first PPP loan. The SBA says we have been forgiven but the bank has not informed us yet. We did receive and have used the full second draw of funds of \$28,244. We cannot ask for forgiveness of that loan yet.

Coronavirus Planning/Opening to the Public in Building – we are open for Curbside Library-To-Go (M-Th 10-7; Sat 9-4). In-building limited browsing/PC usage is (Tue and Thursday 10:00 -7:00 & Saturday 9-4).

Building Maintenance - Coordinating the installation of a changing table in the men's room is still on the to-do list.

Painting/patching touch-up is needed in the women's room where the recent leak was.

Still need a refrigerator replacement.

Membership Agreement – Still waiting for a response to the agreement.

Fine Free – this is a pilot program, June 1, 2021 till the end of the year. The program will be re-evaluated as we approach the end of the year to see about extending it. 7 libraries are participating.

Donations – please look for more business sponsorships. We need about \$4,000 to reach the \$10,000 matching.

Personnel: We have hired Alexia Sahaida as a Library Assistant. Her first day was March 23, 2021.

We have hired Katie Urich as the Youth Services Coordinator. Her first day was April 13, 2021.

We have hired Brittany Thompson as an Adult Program Coordinator/Library Assistant. Her first day was April 19, 2021.

We have hired Alejandrina Levy as a Substitute Library Assistant. Her first day was May 4, 2021.

System Meeting: will be May 19, 2021. Linda will be attending.

Old Business: On-line raffles have been discontinued. Square will not allow us to use their services for any small games of chance. Also, per state regulations small games of chance cannot accept Debit or Credit Cards for payments on-line.

New Business:

River Fest is August 27, 28, and 29. We need to decide soon if we will be participating on the 28th and 29th. We have decided against doing funnel cakes this year. Ideas are needed if we are going to be there. Some thoughts are popcorn, caramel apples, cotton candy. Linda has access to a popcorn maker or she will look into renting one. We could try it out for the Library summer reading kickoff on June 14. The Township also has Friday night concert series at Jim

Dietrich that we could sell popcorn at. Those dates are 6-25, 7-9, 7-23, 8-6 and 8-20. We will talk about this at our June meeting.

Raffle Baskets - we are looking to start in-house raffle baskets again. With more hours of operation, we will hopefully have more foot traffic.

At our June meeting Stephanie Williams, District Consultant, will be with us. We will meet in-person at the Library, outdoors if weather permits.

Used books – Linda and Diane sold some at the Spring Flea Market. They also handed out flyers about our Library and what the hours currently are. Thank you to both of them for taking the time to be there and representing our Library. Linda also took some cases of books to the Book Bonanza.

Adjournment: The meeting was adjourned at 7:30 p.m.

Dates to Remember:

Next Meeting

Monday, June 14, 2021, at 6:30 p.m.