

**Muhlenberg Community Library
Board of Trustees
Meeting Minutes October 2021**

Call to Order: President Linda Roebuck called the meeting to order at 6:30 p.m.

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

Absent: Kathy Felker.

Also Present: Melissa Adams, Library Director.

Consent Agenda: Cathy made a motion to accept the September Minutes and Library Report, Diane seconded it. The motion passed unanimously.

Treasurer's Report: Was filed for audit.

Linda and Melissa met with Janet Hess from Laureldale to discuss an increase in our funding. Janet was very receptive to our need for more support. Laureldale just started their budget meetings. She will let us know if we can have an increase.

Correspondence: The thank you letters for donations are being mailed out. We received a letter opposing the Nellie Walter programs.

Library Director's Verbal Report:

PPP Loan – the paperwork has been completed for the forgiveness of the second PPP Loan in the amount of \$28,244. Waiting for an answer.

Coronavirus Planning/Opening to the Public – Staff has been moved back into the staff office. More computers will be opened up to the public.

Program Updates – the Wake-up program is canceled for this year due to COVID-19.

Grants – We received payment and reimbursement for the District Cares Grant 2021. This allowed us to purchase an iPad and one Zoom subscription for the year.

Building Maintenance & Updates – Received a quote of \$1200 from Lowes for a refrigerator (that will fit in the limited space).

Vent cleaning – Essig’s, Berks Energy and Stoudt Heating do not clean vents. They recommended Berks Fire & Water. Berks Fire & Water starts at \$175 and then \$20 per vent. \$69 deodorize/\$89 anti-microbial treatment (approximately \$833 to clean/deodorize and treat for microbes; \$744 for just deodorizing; \$764 for just anti-micro; \$675 for just cleaning.

School Board meeting – At the October 6th meeting the Superintendent discussed the possibility of taking back the library. Dr. Macharola said we should not panic; they were in the beginning discussions. Ken Patterson, grounds manager, and Donald Main from Marotta/Main Architects were in the building looking around at the possibilities. The school is looking for offices that are more private for two counselors. Linda suggested that we start looking for places where the library could move to, in the event this becomes a reality.

Donations – We should be receiving another donation from JP Mascaro to meet the township matching donation. After receiving that check it would be a \$15,000 total donation from JP Mascaro for 2021.

We requested an increased contribution for 2022 from Laureldale and Muhlenberg.

Personnel: Francine Lawrence resigned as of 10/7/2021. Cole Hunter was hired on 9/22/21 as a library assistant. He is a student at Kutztown University.

System Meeting: Next meeting is in November. Linda will represent our library.

Old Business:

Joe Yarworth has completed his term and we thank him for his service.

Fall Craft Fair Fundraiser – everything is ready to go.

The Jr. Women’s Club is still doing online fundraisers. They have agreed to do one for the library through their system.

Doll House – will raffle at the library. \$1.00 ticket or bring in a canned good for the Harvest Food Bank and receive a ticket.

Staff/Volunteer Holiday Party will be on December 13th. Amazon gift cards will be the gift.

New Business:

Personnel Policy Revisions – Joan made a motion to accept the policy with the proposed changes. Karen seconded it. The motion passed unanimously.

Employee Handbook Revisions – Karen made a motion to pass the policy with the suggested changes as noted. Terry seconded it. The motion passed unanimously.

The following policy revisions will be discussed at our November meeting:

Document Retention Policy
Patron Behavior Policy
Reference Service Policy
Service Policy
Vent Cleaning
School Building

Adjournment: The meeting was adjourned at 8:03 p.m.

Dates to Remember:

Next Meeting

Monday, November 8, 2021, at 6:30 p.m.