

Muhlenberg Community Library  
Board of Trustees  
September 14, 2020 Minutes

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

**Attendants:** Joe Yarworth, Linda Roebuck, Judy Schwambach, Karen Schreiber, Lori Madara, Diane Benson.

**Absent:** Cathy Meck, Kathy Felker, Terry Heckman, Joan Crater.

**Also Present:** Melissa Adams, Library Director.

**Consent Agenda:** Karen made a motion to accept the July Minutes and the Monthly Library Report for July and August. Joe seconded it. The motion passed unanimously.

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

**Correspondence:** Working on a donation letter to be mailed out in October.

**Library Director's Verbal Report:**

Opening the library up to the public is still on hold.

Audit and Tax Return are complete. Copies are online or at the library. Copies have been given to the Muhlenberg School District, Muhlenberg Township, Borough of Laureldale, and Alsace Township.

Water Damage – We will need to transfer money from the Capital Account to the Checking account to cover and pay James Frederick Painting, LLC for painting the library and Berks Fire and Water Restorations, Inc. for their work. Terry Heckman was in contact with Ken Patterson, of the Muhlenberg School District about the damage costs to our library. The latest update is a verbal confirmation from the school insurance that they will cover the expenses over the \$25,000 deductible.

Advocacy – please contact your local PA representatives to tell them how vital it is to fully fund our libraries. We are only 5/12 funded. We need the other 7/12 to continue to provide services. The libraries provide many services which will help with the economic recovery of our state.

ITDRC (Information Technology Disaster Resource Center) Project – All libraries will be getting external internet access points put on their building to amplify Wi-Fi and make it accessible in our parking lots.

**Personnel:** Lee Beth Cranmer, part-time assistant manager, resigned. Her last day was August 12, 2020. She left for a temporary teaching position. She might return in January. Jacki Clark, Youth Services Coordinator, resigned. Her last day was August 26, 2020. We are not currently seeking to fill this position at this time. It will be reevaluated in the New Year.

**System Meeting:** The meeting was held in August. Joe reported that there were only three items on the agenda. West Lawn Library, not being a full library may have their funding cut. Oley Library is a state aided library. They approved the URR (Uniform Requirement & Responsibility), which requires 2 board trustees to attend CE training meetings each year. The next meeting will be held on November 18, 2020 where the board will vote to approve a new membership agreement, which will allow BCPL System to financially penalize libraries for not complying with all of the URR.

**Old Business:** Book sale for 3 days brought in 638.00 with 150.00 cash in donations for a total of \$788. We are thinking of having another one the end of October. Some of the books that did not sell will be donated to the Book Bonanza.

**New Business:**

New tentative dates for the Nellie Walter Programs 4/13, 5/11, 6/15, 8/10, 10/12, 11/16.

Raffle Baskets Online, will get a Square account set up. Eileen will work on the website and Tara Ring will be handling the advertising and posting on Facebook and the Library website. The first raffle basket will be a purse. We are looking to be up and running in early October. Lori and Karen volunteered to head up this venture. We will ask Kathy Felker if she would also be on this committee.

Money transfer – Karen made a motion to transfer \$13,090 from the Capital Account to the Checking Account to pay James Frederick Painting, LLC and Berks Fire and Water Restorations, Inc. for the work they did on the flood damage to the library. Judy seconded it. The motion passed unanimously.

It was discussed that the restoration and work being done on our library should be captured by video and posted so that the community can see what had happened to the library and the progression that is being made.

The library will look into getting PODS to store the boxed books in so that the carpet installation will go quicker and smoother.

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

**DATES TO REMEMBER:**

**Next Meeting**

**Monday, October 12, 2020 at 6:30 p.m.**