

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

Call to Order: President Linda Roebuck called the meeting to order at 6:31 p.m.

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

Absent: Kathy Felker.

Also Present: Melissa Adams, Library Director.

Consent Agenda: Joe made a motion to accept the October consent agenda. Karen seconded it. The motion passed unanimously.

Treasurer's Report: There is no Treasurer's Report for October due to not having access to the library during this part of the renovations. The report will be presented at the December meeting.

Correspondence: There is none due to no access to the library.

Library Director's Verbal Report:

 Berks County CAREs Grant: notice was received that we will be getting \$3,913 total for this grant. The money is to be used to purchase PPE items because of COVID. Invoices will need to be submitted and then reimbursement will be made.

 Coronavirus Planning/Opening to the Public in Building: after the renovation is completed (which may be by the beginning of December) possible hours of operation could be:

 M/W 10-7; Saturday 10-2 curbside only

 T/Th 10-7; limited in person (1-hour time limits for browsing and PC usage; no programs, no hanging out, etc.)

 Water damage/renovation update: project is moving along. Asbestos removal and carpeting have been completed. Painting is next (Wed. 11-11).

 The insurance has now received the Statement of Loss and will likely move to issue a check soon. Ken is keeping Melissa informed as the process continues and connecting with her if more paperwork or information is needed. Based on the last SOL (Statement of Loss) she saw, the library will likely have to pay out of the Capital Fund approximately \$36,000 or so to cover the \$25,000 insurance deductible, the cost of the plumbing work (\$4,620) which

insurance won't cover, the difference between the value of the old carpet and the replacement (\$6500).

Policies: There are 4 policies to review with no changes.

There are 3 policies to amend that have changes posted. We can vote on these today or wait until December if there are questions or concerns, etc.

Budgets: Essentially 4 tentative budgets. One if we receive full state funding. And the other three are possible variations of handling the \$30,000 deficit.

Personnel: Candice Kennedy will be resigning for a full-time position at the end of the year. Advertising will begin for her replacement.

System Meeting: There will be a meeting on 11/18 and Linda will be representing our library.

Old Business:

Raffles are going well.

Township Budget meeting, it was verbally stated that the Township will continue to support our library in 2021 the same as they did in 2020.

New Business:

Budgets – there are very few places to cut.

There will be a \$30,000 loss if the state funds us at 5/12.

Possible cost cuts could come from not replacing open positions and/or cutting hours and/or staff.

There will be a meeting on 11/23 at 10:00 with the Office of the Commonwealth of Libraries about funding.

At our December meeting if we get full funding from the state that will be wonderful. If we are funded at 5/12 we will need to vote at the December meeting which adjusted budget we want to go with.

The state will hopefully have their budget in place by the middle of December, before our next meeting.

We will discuss at the December meeting employee changes.

Policies:

The following policies were reviewed, and no changes were necessary (no vote needed):

Conflict of Interest Policy

Mission Statement

Vision Statement

Whistleblower Policy

The following policies are amended with changes:

Anti-Fraud Policy – Karen made a motion to accept the amended policy. Joe seconded the motion. The motion passed unanimously.

Photography Policy – Joe made a motion to accept the amended policy. Joan seconded the motion. The motion passed unanimously.

Volunteer Policy – Karen made a motion to accept the amended policy. Terry seconded it. The motion passed unanimously.

November 23, 2020 is Garland Bear's birthday. Linda will provide his mailing address so we can all send him birthday wishes. Garland is a very big supporter of our library. It is great to be able to thank him for his generosity and to wish him a Happy Birthday.

Terry mentioned that Mary's Shelter is celebrating their 25th anniversary. They have a video available online that was released today.

Adjournment: The meeting was adjourned at 7:25 p.m.

DATES TO REMEMBER:

Next Meeting Monday, December 14, 2020 at 6:00 p.m. Zoom **

** note the earlier time

