

**Muhlenberg Community Library**

**Board of Trustees Meeting**

**March 12, 2018**

**Call to Order:** President Judy Schwambach called the meeting to order at 6:34 p.m.

**Attendants:** Terry Haight, Diane Benson, Judy Schwambach, Lori Madara, Joan Crater, Jeff Sprecher, Karen Schreiber.

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

**Absent:** Terry Heckman and Kevin Flourney.

**Consent Agenda:** Jeff made a motion to approve the February Minutes and the Monthly Library Report; seconded by Joan. Motion passed unanimously.

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

**Correspondence:** We received a letter from the County Library System complimenting Melissa for the help she gave to improve the updated website. They really appreciated all she had done, which we do too. We received a thank you from Lee Cramner for the Christmas gift she had received.

**Library Director's Report:** The Explore Earth Exhibit is down and has been sent to the next Library. The Library will be hosting a Very Frozen Holiday Party this December. More inclusive to all people. There was a plumbing issue in the men's bathroom. Dennis Hain Plumbing wasn't available, so he recommended Drain Masters and they came out and fixed the problem.

**Personnel:** Asking the Trustees what amount to contribute to Lee's retirement account. It was decided to give her 5% now and revisit it in the fall so that it will be on 2019 budget. A motion was made by Jeff to approve; Terry seconded it. It passed unanimously.

**System Meeting:** The awards were held February 21<sup>st</sup>. The Library received an outstanding program award for the Health Fair and Steve Wolfinger received the award for Outstanding Elected Official Award for his volunteering at the Library. There will be a training for new Trustees this Saturday, March 17, 2018 at the County Headquarters. Diane and Joan plan to attend.

**Unfinished business:** COCA's request to have Naloxone at the Library. 6 out of 8 staff members were comfortable administering the Naloxone with training including Melissa too. The Board felt that this was not something that we would want the Library to deal with. It was a unanimous no not to participate.

A motion was made by Lori to have the staff (Director) complete a fee schedule for use of the Library facilities for outside groups, volunteers, members. Joan seconded it. The motion passed unanimously.

The Margherita's fund raiser brought in \$495.00 to the Library. We will sell tickets again in November.

The letter asking businesses to contribute money to the Library that the Township would match – we will be using Melissa's letter not the one from the Township Manager.

Still looking for new members to our Board of Trustees. Judy handed out a paper that explains a little bit about what the Trustees do so that the people we contact as a potential new member will know what the Board does. Ask around and see who may be interested.

**New Business:** Getting ready for the Summer Reading Program – Sock Hop, kick off is June 9. Looking for someone to be Elvis. It sounds like a lot of fun!

**Adjournment:** The meeting adjourned at 7:17 p.m.

**Dates to Remember:**

April 9	Next Meeting, 6:30 p.m.
April 18-21	Spring Book Sale
May 12	Spring Flea Market
May 19	Applebee's Pancake Breakfast
June 9	Summer Program Kick Off, Raffles
July 11 (12)	Schell's Mini Golf
Aug 25-26	Riverfest
Sept. 23	Purse Bingo