

**Muhlenberg Community Library**  
**Minutes January 21, 2019**

**Call to Order:** President Judy Schwambach called the meeting to order at 5:57 p.m.

**Attendance:** Judy Schwambach, Joseph Yarworth, Diane Benson, Joan Crater, Kathy Felker, Lori Madara, and Karen Schreiber.

**Absent:** Cathy Meck.

**Also Present:** Melissa Adams, Library Director; Lee Beth Cranmer, Assistant Direct; Linda Roebuck.

**Consent Agenda:** Joseph Yarworth made a motion to accept the December Minutes and Library Report, seconded by Diane Benson. It was unanimously approved.

**Treasurer's Report** was filed for audit.

**Correspondence:** We received a thank you from Lee Cranmer for the Christmas gift.

**Library Director's Report:**

There was an error in the previously approved Budget for 2019 and numbers were adjusted to correct it. Karen made a motion to accept the updated Budget and it was seconded by Joseph. It was unanimously approved.

911 incidents. There were two 911 incidents at the library. There was an internet bomb threat to the Library. The police were called, and they said it was a cross-county hoax.

The other call was a patron slipped on an uneven part of the sidewalk outside of the Library. An ambulance was called but they would get there too late, so her husband took her to get checked out. Library staff assisted the patron and reported the incident to the school.

Fire Alarm – the Library thought it had a fire alarm system when it turns out it doesn't work, and the panel is too outdated to be updated. Melissa got a proposal from SAH Fire Alarm which is over \$9,000. Our insurance has it listed that we have a fire alarm system. Lori made a motion not to call the insurance agency to report this misunderstanding and instead get more bids; especially whoever handles to school districts alarms. Joan seconded the motion. It was unanimously approved.

Keystone Grant Update: Dolan was awarded the bid. The contract was signed on 1/21/19. Construction should begin by March 4<sup>th</sup>.

Personnel Report: An Executive Session was held on 1/21/19 by the Personnel Committee to discuss personnel matters.

**Old Business:** Still looking for business sponsorships.

**New Business:** None.

**Adjournment:** The meeting was adjourned at 6:37 p.m.

**Date to remember:** NEXT MEETING                      MONDAY, FEBRUARY 11, 2019

