

Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
January 18, 2021

**Call to Order:** President Linda Roebuck called the meeting to order at 6:02 p.m.

**Attendance:** Linda Roebuck, Lori Madara, Joe Yarworth, Kathy Felker, Joan Crater, Terry Heckman, Cathy Meck, Karen Schreiber.

**Absent:** Diane Benson.

**Also Present:** Melissa Adams, Library Director and Eileen Simms, Assistant Library Director.

**Consent Agenda:**

Joe made a motion to accept the December meeting Minutes. Terry seconded it. The motion passed unanimously.

Joe made a motion to accept the December Library Report. Cathy seconded it. The motion passed unanimously.

**Treasurer's Report:** The December report is not complete at this time.

**Correspondence:**

The donation thank you letters are current.

We received thank you cards from Eileen and Elise, thanking the Board for their Christmas gifts.

Melissa received correspondence from Amy Resh and the Berks County Library System stating that our Library has met or exceeded the State Library code standards for 2019.

## **Library Director's Verbal Report:**

Education Improvement Tax Credit – we have received a check for \$2,000 from Mid Penn Bank for the EITC.

Coronavirus Planning/Opening to Public in Building – we will stay with Curbside Library-To-Go for now (M-TH 10-7; Sat 10-2). We hope to transition into in-building services in February as staffing and COVID allows.

Water Damage/Renovation Update – we received the insurance check for a total of \$87,269.28. We have started communication with Jud Firestone to start work on the plumbing issue.

Budgets – We received an increase in funding from the County and a decrease from the State (due to the addition of Oley Valley Library). The budget has been adjusted accordingly and this new version needs to be voted on.

Membership Agreement – Directors are in discussion about this document and there are some issues that must be addressed before many feel confident signing it. The agreement has been tabled until a final agreement is presented.

## **Personnel Report:**

We are still accepting resumes and have started the interview process for Library Assistant/Adult Programming Coordinator position.

## **Old Business:**

Amended Budget – there was an increase from the County but a decrease from the State, so our Library budget has been revised. Kathy made a motion to accept this revised budget. Joe seconded it. The motion passed unanimously.

The fundraising online raffles are still doing well and are well supported. We will continue them for 2021.

**New Business:**

The following policies are needed in order to qualify for District CARES grants.

Bid Procurement Policy – Karen made a motion to accept the policy as presented. Kathy seconded it. The motion passed unanimously.

Cash Management Policy – Karen made a motion to accept the policy as presented. Cathy seconded it. The motion passed unanimously.

**Adjournment:** The meeting was adjourned at 6:36 p.m.

Melissa Adams presented the State of the Library for us.

**Dates to Remember:**

Next Meeting

**Monday, February 8, 2021 at 6:30 p.m**