

Muhlenberg Community Library
Board of Trustees Zoom Meeting Minutes
March 8, 2021

Call to Order: The meeting was called to order at 6:30PM by President Linda Roebuck.

Attendance: Terry Heckman, Joe Yarworth, Diane Benson, Linda Roebuck, Karen Schreiber, Cathy Meck, and Joan Crater

Absent: Kathy Felker, Lori Madara

Consent Agenda: Joe made a motion to accept the Minutes and Monthly Library Report for February. Cathy M. seconded it. The motion passed unanimously.

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

Correspondence:

All correspondences are up to date. Melissa has asked that all upcoming correspondences have her as the signer, so that Lori can have a break from the duty of Corresponding Secretary. This will insure that thank you notes get out in a timely manner.

The Muhlenberg Community Library has received a thank you note from the Berks County Library System for our prompt response to the Uniform Requirement and Responsibilities paperwork that needed to be submitted.

Library Director's Report:

PPP Loan

We were approved for the 2nd draw of the PPP Loan in the amount of \$28,244 to be used for payroll purposes. We are still waiting to hear more in regards to the forgiveness of the 1st PPP Loan and when we might receive the 2nd draw of funds.

Coronavirus Planning/Opening to Public in Building

We are open for Curbside Library-To-Go on Monday thru Thursday from 10AM to 7PM; Sat 10AM to 2PM. As for in-building limited browsing/PC usage we are open on Tuesdays from 10:30AM to 1:30PM and Thursdays from 3 to 5PM. We will work on adding more in-building hours on March 20th. Melissa is also working on increasing Saturday Library-To-Go hours to 9AM to 4PM. We need to have more trained staff to make this a possibility.

Building Maintenance

The bathrooms painting is completed. Coordinating the installation of a baby changing table in the men's room is next on the building up-grade list. Some water damage occurred in the women's restroom due a water pipe not being sealed correctly and there was also a leak in the

roof. The school district's maintenance staff has been repairing the issues. Patching and paint touch-ups will likely be required.

Insurance Company's response to questions:

It is recommended to leave "The Friends" on our policy due to retaining coverage for anything that might be retroactive or if we develop a Friends group in the future. Neither flood insurance nor any type of "gap" insurance is recommended. Instead, it is recommended we ask the school to reduce their insurance deductible on the Library's location only, and that the Library offer to pay for the difference.

Membership Agreement

As the director, Melissa submitted concerns regarding the newly proposed membership agreement and automation agreement to the county. She is waiting for a response. Linda noted that she was on a zoom meeting with Library Board Presidents and they too did not like the new agreement. It was very much slanted toward the System's favor and posed numerous penalties.

Donations to Note

The Library received a donation of \$250 to be used specifically for programming in 2021; and the second half (\$5,000) of the \$10,000 that J.P. Mascaro committed to donate late last year has been received.

Coronavirus Vaccination Center in Muhlenberg

Berks County will have a mass vaccination site in Muhlenberg Township. The Berks County Library System has contacted the Muhlenberg Community Library to see if they would be willing to help in this endeavor. Melissa is awaiting to see exactly what kind of support that would consist of to see if MCL has the capability to get involved.

Personnel Report:

We are still accepting resumes, and have started the interview process for the Library Assistant and the Youth Services position. An offer of employment for the Adult Program Coordinator position has been made to, and accepted by, Brittany Thompson. She is scheduled to start on April 19.

System Meeting:

At the meeting on Feb. 24th two new members were introduced. They talked about the continuation of state funding. The next meeting is May 19th and Linda will represent Muhlenberg's library.

Old Business:

New Board Members: Linda suggested that we approach Tim Bitting about being a Board Member. She will make the approach. Please keep thinking of new members.

New Business:

The Township is having a Flea Market on Saturday, May 1st at Jim District Park. Linda asked if the Library could be a food vendor. The Township has asked the Rotary Club about being a food vendor. Karen will let Linda know whether or not the Rotary Club will be involved. Linda also suggested that the Library should have a table selling used book which are now being stored at the Laureldale Playground Building.

Linda suggested that the Library make a donation to the West Lawn United Methodist Church in memory of Randy Madara, Board Member Lori Madara's husband, who passed on March 2nd. Joan made the motion to donate \$100, seconded by Terry. The motion passed unanimously. Linda also suggested that in the future that we take three or four incoming children's books and place a memory placard in the book in Randy's memory.

Linda will get the Spring mailing ready in the coming weeks. Depending on the number of copies Karen has offered to print the yearly report in color at the Township Building for the mailing. She also offered the use of the new folding machine for the mailing.

The installation of the valve to prevent water backup will be pursued in the coming month, once the weather gets warmer.

The square account that the Library has been using to collect raffle ticket money has been deactivated. We were violating some clause in their agreement that prevents the service to be used for gambling. All money collected thus far will be distributed to the Library, but our account is frozen. Now we need to figure out another way to raise money or to do the raffles.

Adjourned: The meeting was adjourned at 7:12PM.

Dates to Remember

Next Meeting Monday, May 10, 2021 at 6:30PM, not no April meeting.

Submitted by Karen Schreiber