

Muhlenberg Community Library
December 12, 2022
Meeting Minutes

Call to Order: President Linda Roebuck called the meeting to order at 4:38 p.m.

Attendance: Linda Roebuck, Kathy Felker, Diane Benson, Lori Madara, Karen Schreiber, Norma Rutt.

Absent: Terry Heckman.

Also Present: Christie Brown, Library Director.

Consent Agenda: Karen made a motion to accept the November Board Minutes and Monthly Library Report; Diane seconded it. The motion passed unanimously.

Treasurer's Report: Was filed for audit.

Correspondence: We received a thank you letter from Paul Davis for the book placed in memory of his wife, Judy Davis; former staff and volunteer.

Library Director's Report:

Library Business

- The leak in the men's room toilet was repaired by the school last week.
- The board executive committee and all full-time staff met to review the proposed strategic plan and go over job duties to make sure we are all on the same page.
- We have received a total of \$8,974.27 in business donations this year. This does not include the expected Holiday Trail of Lights sponsorship from CJ Tires.
- Margherita's Dine and Donate night was on Dec 1, and we received a check for \$240.
- Holiday raffle winners were drawn today, and the total sales were \$880.

Programming & Outreach

- Thanksgiving movie and a craft
- Holiday Open House
- Delivery of hand-made ornaments made by youth to senior facility
- We currently have some displays related to holiday preparations as well as a gift-wrapping station for patrons to use at their convenience.

Personnel:

- Nidmayris has resigned, Cynthia is training.

System Meeting: None this month.

Old Business:

Fundraising Committee – the Holiday Trail of Lights was a success. The participants and those that volunteered to decorate their homes and the volunteers of the Library and Arts Board had a great time! Lots of laughter. Many comments of “looking forward to next year” and “we’d like to participate and decorate our home” and “I’d like to be a sponsor”. More community involvement, which is wonderful.

Employee Handbook revision – will do at a later date.

Strategic Plan progress – Karen made a motion to accept the new timeline and goal objectives as part of the revised Strategic Plan. Norma seconded it. The motion passed unanimously.

Budget for 2023 – Norma made a motion to pass the 2023 Budget. Kathy seconded it. The motion passed unanimously.

Staff gifts – Linda will purchase \$100 Amazon gift cards for the longer hired staff and \$50 Amazon gift cards for the new hires (Kolton (seasonal) and Cynthia).

New Business:

Board Officer Nominations for 2023 – Norma made a motion to keep the Officer Board as is: Linda as President, Kathy as Vice-President, Karen as Treasurer, Lori as Secretary. Karen seconded it. The motion passed unanimously.

Staff/Board party in January – After our Board meeting on January 9, 2023, the Library will host a party for the staff and Board members. It will be a potluck dinner and a nice time to fellowship.

Adjournment: The meeting was adjourned at 5:30 p.m.

Next Meeting: **Monday, January 9, 2023, at 4:30 p.m.**