

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
November 13, 2023**

(as amended)

Call to Order: President Linda Roebuck called the meeting to order at 4:20 p.m.

Attendance: Linda Roebuck, Karen Schreiber, Norma Rutt, Diane Benson, Lori Madara, Lori Potteiger, Janet Howard.

Absent: Kathy Felker.

Also Present: Melissa Carroll, Library Director; Eileen Simms, Assistant Director; Kelly Gorski, Muhlenberg Township Parks & Rec. Recreation Program Supervisor; Romeris Perez, potential Board member.

Consent Agenda: Karen made a motion to accept the consent agenda for October. Lori Potteiger seconded it. The motion passed unanimously.

Treasurer's Report: The October report was filed for audit. **

We are also looking for a new auditing company. Romeris Perez is a CPA and will check out the accounting community to see if there are any suggestions for a new accountant for the library. Also, Melissa will call CASA and see who they, as a non-profit, use.

SEP account. We either need to give every employee over 21 years old an IRA account or none of the employees. We talked about giving this benefit after the employee has been there for one year. The Board needs to know the salaries of all the employees before we can make a decision. We will have this information for our December meeting.

Correspondence: Thank you letters are being sent out. We received a nice note from Terry Haight, a past Board member. She sent it along with her donation.

Library Director's Verbal Report:

Library Business:

We have been working on the end of year projections and planning for next year.

I met with Muhlenberg Township Board of Commissioners and the library was awarded \$10,000 more per year in funding, along with the \$10,000 in business matches. Melissa met with Stephanie, the System Administrator, for our yearly visit. We received the 4th Quarter State Aid check.
Business Donations: \$8,940.37 as of 11/11/2023
Fall Mailing: \$4,750 as of 11/13/2023

Fundraising:

Harvest Craft Fair was held on October 21.
The fall mailing went out and we have been receiving donations.

Programming & Outreach:

Melissa and Sarah have had a number of very successful story times. Sarah will be bringing back the Baby Lap Sit on Tuesday mornings.
The Trunk or Treat was held on the 28th, with over 750 kids in attendance. We will restructure the parking situation for next year.
We are currently planning the Christmas party.
Nellie Walters was held on October 31st and we had 41 people in attendance.
We now have the WeLaurel Camera Club meeting every month. They met on Oct 26th, and had 5 people in attendance.
Crotchet Collective began this month on the 24th. There were 4 people in attendance. We are looking for this program to grow. They will be meeting biweekly and one Saturday a month in the new year.

Personnel: We are looking for one more part-time library assistant. We had a staff meeting on Thursday, October 26th to discuss library business, personnel, and the Holiday Season planning.

System Meeting: The next meeting is on November 15, 2023. Linda will attend.

Old Business:

Employee Handbook/Personnel policy revision (SEP account) – held over for the December meeting.

Fundraising –

The fall book sale made over \$1,000.
11/14 we have a fundraiser at Anthony's.
Norte Sur gave us a check for \$50.00.

Lori P. is working on sending out letters in January of 2024, seeking donations for raffle baskets throughout the year. Hoping to get more donations and some bigger ticket items.

Fall Harvest Craft Fair was a success. We had 59 vendor tables. We made a profit of \$3,109. We are hoping next year to host it in the high school gym, so that all the vendors are in one area.

December 9th, is the Holiday Trail of Lights. So far we only have two \$500 sponsors. We need to get more money sponsors for this event.

Building – Essig gave us a quote of \$1700 to inspect the heating units. This is a \$500 increase from last year. We will contact other companies to get more quotes.

New Business:

Fraud Policy – Lori Potteiger made a motion to approve the current Fraud Policy as it is written, with no changes. Karen seconded it. The motion passed unanimously.

Board By-Laws – We reviewed and amended the current By-Laws. Norma made a motion to accept the amended and updated By-Laws. Lori Potteiger seconded it. The motion passed unanimously.

Board meeting dates for 2024. We will meet on the third Monday in January for our regular board meeting and also Melissa will talk about the yearly state of the library report. All other months we will meet the second Monday. All meetings begin at 4:30 p.m. August 16th we will meet at 5:00 p.m. at Jim Dietrich for our summer party.

MCL Holidays & Closings for 2024 will be reviewed by Melissa and Eileen, and they will post them.

Our Christmas party will be held on December 11th, after our meeting. We will all bring food to share. We will give Amazon gift cards to our staff.

Adjournment: The meeting adjourned at 6:30 p.m.

Next Meeting: Monday, December 11, 2023, at 4:30 p.m.