

Muhlenberg Community Library
Board of Trustees Meeting Minutes
April 10, 2023

Call to Order: Kathy Felker, Vice-President, called the meeting to order at 4:30 p.m.

Attendance: Kathy Felker, Karen Schreiber, Diane Benson, Lori Madara, Janet Howard, Norma Rutt.

Absent: Linda Roebuck and Lori Potteiger.

Also Present: Christie Brown, Library Director.

Consent Agenda: Norma made a motion to accept the consent agenda for March, 2023. Diane seconded it. The motion passed unanimously.

Treasurer's Report: There were a few questions on various line items. After discussion the March report was filed for audit.

Correspondence: Thank you letters for the spring mailing have gone out. Invitations were sent to higher donors to attend the Dean Patton reception.

Library Director's Verbal Report:

Fundraising - The spring mailing went out at the end of March. The mailing contained an appeal letter, a spring newsletter with fundraisers and program news, a copy of the restaurant fundraiser flyer, and the donation slip. We sent 2500 copies to previous donors and active library users and 1000 copies using Every Door Direct Mail to 2 postal routes in our service area in hopes of increasing our reach and attracting new library users and supporters (Goal #3c).

Eileen reports that we have received a number of donations already and acknowledgements have been going out for those already.

Initiated discussion with Alsace Township (Goal #3d).

Eileen gathered as much information as possible with regard to renting the high school hallways for the craft fair. We cannot reserve the spot until April 21 (6 months ahead).

Eileen also has been requesting raffle donations from local businesses.

Programming & Outreach -

Melissa is back and running programs again.

Perri is getting started with adult program planning. She created a short survey for patrons to determine areas of interest (Goal #1c).

Christie presented current library events and services to the Lions Club this past month (Goal #3c).

Beginning work on StoryWalk grant, Teen Reading Lounge grant (Goal #1c).

General - Did some preliminary research on magnetic locks, scheduled meeting with our security company to discuss this, panic button, and other security options (Goal #1a).

Planning to include automatic doors and at least staff computer upgrades in Mark Rozzi grant if possible (Goal #1b).

We learned last week that the roof replacement is scheduled to begin on April 11 or 12.

Eileen has been weeding the reference, literacy and music CD collections in order to move things around a bit for better visibility and hopefully improved circulation. She also integrated the Christian Press books into the fiction collection and created an area for our adult Spanish language books. Melissa will be doing the same with teen and children's Spanish and bilingual books (Goal #1c).

Personnel:

Perri, who started on March 1, is doing well and picking things up quickly.

Alex has been working 20-27 hours per week again after a brief break.

Melissa is back from medical leave.

Disciplinary Action Plan – it is going well. Communication and cooperation have improved. Christie will meet with Kathy to write a letter stating that all aspects of the improvement need to continue. This matter will be closed then.

System Meeting: None.

Old Business:

Employee Handbook/Personnel policy revision. Kathy is working with Christie and Eileen for the updates.

Auditor Discussion – Karen made a motion to hire Reading Tax Solutions for our audit and the filing of the 990 form as per their agreement letter with a cost of \$2500 for the tax year 2022. Norma seconded it. The motion passed unanimously.

Raffle – the raffle sales are going well, and the winners will be drawn on April 12, 2023.

Spring Book Sale will be April 13 and 15th.

Restaurant Fundraisers – will begin next week.

Painting Party – tickets are available now.

Mailer – a thank you to Christie Brown, Eileen Simms, Melissa Carroll, Tara Ring, Linda Roebuck, Diane Benson, Judy Schwambach, Esther Bare, Carolyn Bashore, Erna Haas, Sylvia Shaner, for working so diligently to get the mailer out in time.

New Business:

Flea Market – will be held on May 13, 2023 – with a rain date of May 14, 2023. A sign-up sheet was passed around for food donations and also for times to

be there to help out. Set-up time is 1:00 p.m. on Friday, May 12, 2023 and then start time is 6:00 a.m. on Saturday, May 13, 2023.

Phone System – the phones had been hacked. The PBX system. Christie is meeting with Ironton and SAH to improve our system and the necessary upgrades.

Post and Panel Sign – in front of our library is wobbly and not secure. Christie will look into getting it removed and then we will decide later if we want to install it again.

Education Grant – Through Mark Rozzi's office. Christie will be working with his staff to try to get as many improvements as possible within the budget; automatic front doors, teen room upgrade, bathroom upgrade, kitchen area, full size refrigerator.

Adjournment: Karen made a motion to adjourn the meeting at 5:41 p.m. Norma seconded it. The motion passed unanimously.

Next Meeting: Monday, May 8, 2023 at 4:30 p.m.