

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
January 15, 2024**

Call to Order: President Linda Roebuck called the meeting to order at 4:35 p.m.

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

New Members: Kathy made a motion to accept Judy Kutzamanis, Romeris Perez, and Kelly Gorski as members of the Board. Lori P. seconded it. The motion passed unanimously.

Also Present: Melissa Carroll, Directress, Eileen Simms, Assistant Director.

Consent Agenda: Karen made a motion to accept the December 2023 Board Minutes and Library Report. Diane seconded it. The motion passed unanimous.

Treasurer's Report: The December 2023 report was filed for audit.

Correspondence: The fall donation campaign letters are up to date.

Library Director's Verbal Report:

Library Business:

We received the updated New Lease Amendment from the School District.

We have received a total of \$9,526 in business donations for 2023. This does not include the expected Holiday Trail of Lights sponsorship from Met Ed.

All the URR's were submitted to system for the 2023 year.

Programming & Outreach:

The Holiday Open House attracted around 243 people.

Ornaments and bookmarks made by youth were sold to help with fundraising.

We had some displays related to holiday preparations as well as a gift-wrapping station for patrons to use at their convenience.

The Trail of Lights went extremely well at the library and along the Trail. We made \$1,475 in ticket sales.

Personnel: Colton is back for winter break and is filling in for Sarah who is on vacation.

System Meeting: There will be a meeting in February. Linda will attend for our library. The awards assembly will be held in March.

Old Business:

Fundraising Committee Updates –

Lori P. will reserve dates in March, April, May and June for our restaurant fundraisers. She is also looking into a Reading Royals night for our library, where the Royals will give back money for each ticket sold.

Lori has also sent out letters and/or called the following business asking for donations to be used in our raffle baskets this year: Iron Pigs, Reading Phillies, Longwood Gardens, Sight & Sound, Hershey Park, Knoebel's, Philadelphia Phillies, Philadelphia Eagles, Philadelphia Flyers, Fulton Theater, Dutch Apple, Bird in Hand Stage, Dutch Wonderland, Phantoms, Hershey Bears, Six Flags, Hershey Gardens, Kalahari Resort, Pocono Raceway, Blue Mountain Ski Resort, Philadelphia Zoo, Scranton Wilkes Barre Penguins, Sesame Place, Crayola Place, Unique Pretzel, AMC Theater, McDonald's.

For our fundraisers we need more advertising to the public. On Facebook we need to have our fundraisers listed under Feature as soon as possible. That way people can plan ahead. We need to have posts every day from the library. And for the week of a fundraiser there needs to be several posts. Melissa will talk to Tara about this. Also, on Facebook Tara will include #everyone so that those that like our page will see this on their newsfeed. With the algorithms of Facebook not all our followers will see our posts. Tara has also begun to thank our Holiday Trail of Lights sponsors individually on Facebook, tagging the company in the post so that it will go to their page.

Harvest Craft Fair – we will check into the date of our 2024 craft fair for October 19th (set-up the 18th). We plan to hold it in the gym. Melissa will check with Tara Flowers to double check that there are no school events on that day. Eileen will reserve the date for us on the school portal when the option becomes available. It cannot be done more than six months in advance.

Halloween Trunk or Treat – possible date will be Saturday, October 26.

Holiday Trail of Lights – Karen suggested that we see tickets in advance for \$25.00 and at the door the day of for \$30.00. That may encourage more people to buy their tickets in advance. Karen and Linda drove around Muhlenberg Township looking for decorated homes to participate in 2024. They found several that will work out and a letter will go out to the

homeowner asking if they would like to participate. We talked about trying and adding new things to the 2024 event: having a craft at the library, etc. More ideas to come.

Spring Flea Market – will be held on May 18th (rain date May 19th). We will be the food vendor for this event. We will talk more about what kind of foods we will be serving.

The spring Newsletter will go out mid-March. Melissa will check with Heffner Printing to see about the cost for printing and/or putting everything in the envelopes. We do have a great group of volunteers that stuff the envelopes.

Lease Review – The school district has sent back a copy of the proposed lease agreement, with additions and deletions from their attorney. Our insurance agent from Longley has suggested that we put in the lease that the school can't sue us for catastrophic loss of the building. Also, that we cannot sue the school district. The library has insurance for all the items inside the building. If we would need to have insurance to replace the building structure, due to a total loss, we would need more insurance. Linda and Karen will check with the school superintendent.

Old Business:

Essig has given us a quote of \$1,700 for a maintenance contract, two cleanings a year. This is a \$500 increase from the previous year. Linda spoke with Essig, and they will not lower the price. Advanced Comfort Specialists gave a quote of \$2,000 per year. Kathy suggested we ask UGI because they are our heating company. Also, we could check out AH Moyer for a quote.

Mid Penn bank will be giving us the EITC grant of \$2,500 to be used for educational purposes.

The Rozzi Grant – Melissa emailed the state and they said it is getting the signatures at the legal department. We still do not have a timeframe as to when we will receive the check. Melissa will keep on this.

School District – Linda spoke with Ken Patterson about the lights that we have out in the building, that the school district changes for us. He said he would send someone over. He also mentioned that our building has been pressure washed on the outside. The back windows need to be recaulked, so that will be taken care of after we receive the Rozzi Grant.

Employee Handbook/Policy - Melissa we speak with each employee individually and have them sign a copy, which will be put in their personnel file.

The SEP accounts will be set up through Mark Lasko. He will meet with each employee individually.

New Business:

Melissa will present the State of the Library. She and Eileen have made graphics to be printed to show the growth and future goals of our library. These will be given out to our Township and School Board and patrons, so they can see how well our library is serving our community.

Adjournment: Lori P. made a motion to adjourn the meeting at 5:35 pm.

Next Meeting: Monday, February 12, 2024, at 4:30 p.m.