

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
March 11, 2024**

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

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

Absent: Kathy Felker, Romeris Perez.

Also Present: Melissa Carroll, Directoress; Eileen Simms, Assistant Director.

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

Treasurer's Report: Karen questioned the high utility bills. Melissa explained that they are trying to keep the heat down, without causing patrons and staff to be cold. The staff opens the blinds to bring in the sun to help heat the building.

Correspondence: The spring mailer has been sent out and the thank you letters are being sent.

Library Director's Verbal Report:

Library Business -

State report has been completed.

SPARK training has been implemented. There are still some glitches in it.

Liz made up a notebook of helpful hints to help make the process go more smoothly.

Fundraising -

I coordinated the Spring Mailer and sent it out to get printed.

We are creating and selling bookmarks to sell. Some bookmarks are crocheted with seasonal themes.

The Rozzi Grant money should be in any day.

Property:

The new proposed lease with the School District was sent to our insurance agency, Longley, for review. They sent it back with some suggestions. Those suggestions will be sent to the School District for review.

AARP volunteers have been doing free tax returns for seniors in our conference room.

I have been meeting with multiple teachers and learning coaches from the school to work on a new project that would allow certain classes of students to get a library card and use our library.

Personnel: Colton Friedersdorf has returned during spring break to help out.

System Meeting: None, this month.

Old Business:

Fundraising Committee Updates –

Honey Grow restaurant fundraiser will be Thursday, 3/14. Lori M. suggested that Tara needs to find more ways to reach out to our followers so that these fundraisers are better attended. On Facebook @everyone and @followers in the comment section needs to be added to reach all our followers. There was some miscommunication, but Tara now understands and will do this. Lori M. also suggested that several times before the restaurant fundraiser an email needs to be sent to all patrons.

Lori P. has the fall restaurant fundraisers set up.

Melissa suggested that we do a fundraiser at Schell's Mini Golf. The Nellie Walter event was sold out for 3/12/24. April 2, 2024, will be the next one.

Spring Book Sale will be April 11 & 13.

May 4th will be the Health Fair and Comic Book day at the Library.

Lease Review –

Linda will ask Bob Longley from our insurance company to speak with the superintendent to cover a mutual waiver of subrogation. We can't sue them, and they can't sue us. This is to make sure that the language, as written, is enough coverage for our library.

Rozzi Grant –

The money should be coming in any day now. Linda has ordered some things because it will take time for the items to come in. The Board picked the color for the women's bathroom stalls.

Outside Lettering –

Ken Patterson spoke with Melissa about replacing our outside lettering on the building on Friday, March 15, 2024, and also placing the "M" on the building.

Mishaps at the library – at our February meeting a tax patron, Romaine Fick, fell off the curb. In March a tax patron fell off a chair inside the library. He hit his head, so Melissa had him sit for awhile to make sure he wasn't dizzy or feeling lightheaded.

Melissa will check with outside groups that are using our facility for their Certificate of Insurance with the Library named as an additional insured.

Continuing Education Classes – Melissa checked with Becky to find out how many classes the longer-term board members need. New board members will need to take the orientation classes.

Adopt-a-book – In April during Library Week, our Library will bring back Adopt-a-book at our Library. Patrons can buy the book in honor of, in memory of a person. A nameplate indicating so will be placed in that book.

The Spring Raffle Basket winners will be drawn on April 1, 2024. The next raffle will begin with the summer reading program.

New Business:

Policy Reviews –

Mission Statement – Karen made a motion to accept as it is written. Lori P. seconded it. The motion passed unanimously.

Vision Statement – Lori P. made a motion to accept as it is written. Norma seconded it. The motion passed unanimously.

Cash Management – Kelly made a motion to accept as it is written. Norma seconded it. The motion passed unanimously.

Linda will ask Longley if we should have a form for the person to sign if they refuse treatment and/or an ambulance. These completed forms will be shared with the School District.

Adjournment: The meeting was adjourned at 5:44 p.m.

Next Meeting: Monday, April 8, 2024, at 4:30 p.m.