

Muhlenberg Community Library
Board of Trustees
Meeting Minutes March 14, 2022

Call to Order: President Linda Roebuck called the meeting to order at 4:32 p.m.

Concepcion De Los Santos was voted in as a voting member of the Library Board of Trustees.

Attendees: Terry Heckman, Linda Roebuck, Kathy Felker, Norma Rutt, Diane Benson, Karen Schreiber, Concepcion De Los Santos, Lori Madara.

Absent: Jenn Koch.

Also Present: Eileen Simms, Interim Library Director.

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

Treasurer's Report: Was filed for audit.

Correspondence: We received a thank you from Melissa Adams.

Interim Library Director's Report:

Building:

The annual fire extinguisher inspection and the annual fire inspection of the building are completed. A few water marks are on some of the ceilings. Will need to monitor that in the future.

Reports:

The annual report to the state is due on March 18, 2022 and it is almost complete.

The annual audit is about to begin and we are receiving the preliminary paper and document requests.

Programs:

We had many successful programs that were well attended in February and the beginning of March, including an author visit/book signing event and an Anti-Valentine's Day party for the teens.

Grants:

We received the first payment of \$7,200 for the 2021-2022 Teen Reading Lounge (TRL) Grant. The remainder of \$800 will come at the grant completion later in 2022.

Fundraising:

We have sold the majority of the tickets for the April 19 Nellie Walter Medium event and tickets have started to sell for the May 3 event.

Municipal Support:

We received our first contribution from Laureldale Borough for 2022 and it reflects the increase in support that they earmarked for us. The quarterly amount rose from \$2,250 to \$3,000. Muhlenberg Township will be increasing their support for 2022 to \$65,000 along with the \$10,000 matching from business donations, bringing the possible total contribution to \$75,000.

Personnel: Jadidsa Perez resigned from her position in January 2022.

System Meeting: Linda attended for our library.

Old Business:

Fundraising Committee – Do It Local Pop Up events. We will host two events, April 7 dinner from Mimmo's and April 19th dinner from Vincenzo's. We need to advertise the events and the restaurants will deliver the meals here at our location to be handed out to the patrons that supported these fundraisers.

Dollhouse raffle was won by Nancy Stefanic. We received cash donations as well as non-perishable food items for the Food Bank.

For the fall (closer to Thanksgiving) sell Gift Cards. Our library would receive a percentage of the gift cards that are sold.

Book Sale is slated for April 21 and 23.

Flea Market dates: May 14, July 9, and September 10. The Library will be the only food stand at the May event. If they can handle it they will continue to be the only food vendor at the flea markets. We will be serving breakfast and lunch and pastry items along with beverages.

School District's Food Service Program. We will work along with the Parks and Recreation Department providing activity pages and crafts on Thursdays during the summer for

the kids that come to the school for their food. We may be able to tie this in with our Summer Reading Program.

Policies:

Library Abuse Prevention Policy – Karen made a motion to accept this policy as written. Lori seconded it. The motion passed unanimously.

Lost and Found Policy – Concepcion made a motion to accept this policy as written. Norma seconded it. The motion passed unanimously.

Meeting Room Policy – Terry made a motion to accept this policy as written. Karen seconded it. The motion passed unanimously.

New Business:

New Trustees – their contact information will be sent to Millie and Amy and all the board members. They will attend an orientation via Team Meeting for new board members.

Compensation Policy – changes proposed – Vote in April

Employee Handbook – changes proposed – Vote in April

Personnel Policy – changes proposed – Vote in April

Strategic Plan committee - will work on this when the new Library Director is hired.

Adjournment: The meeting adjourned at 5:40 p.m.

Executive Session was called to discuss a personnel matter.

The meeting was called back to order at 5:50 p.m.

Karen made a motion to increase Eileen Simms' annual salary by \$2500. The increase will be effective next pay. Concepcion seconded it. The motion passed unanimously.

Next Meeting:

Monday, April 11, 2022 at 4:30 p.m.