

Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
July 12, 2021

**Call to Order:** President Linda Roebuck called the meeting to order at 6:30PM

**Attendance:** Linda Roebuck, Diane Benson, Terry Heckman, Joe Yarworth, Cathy Meck and Karen Schreiber. Also in attendance was Melissa Adams, Library Director.

**Absent:** Kathy Felker, Joan Crater, and Lori Madara

We had a guest from Longley Insurance Company. Bob Longley was at our meeting to review the Library's coverage.

Bob clarified some terms in relation to flood insurance. He explained the difference between flood water, surface water and underground water.

The Library's Coverage includes: Contents coverage, General Liability coverage, Abuse Coverage, Car coverage, Directors and Officers Insurance, and Worker's Compensation Insurance.

After Bob's presentation a motion was made by Joe to increase the value of the books to \$30/ book in the policy instead of \$25/book, seconded by Terry. The cost will be a nominal increase. The motion carried unanimously.

Discussion occurred about getting volunteer coverage if they were to injury themselves while doing work for the library. Melissa will get clarification on this issue and the Board will revisit it at the next meeting.

Bob highly recommended that the Library look into revising the present lease with the School District to spell out who owns what within the Library. The Library should maybe get a Mutual Waiver of Subrogation with the school.

**Consent Agenda:** Joe made a motion to accept the June Minutes and Library Report, Karen seconded the motion. The motion carried unanimously.

**Treasurer's Report:** Was filed for audit.

**Correspondence:**

Letter from Oley about Bank Account: Back when Oley was trying to become a member of the Berks County Library System, Muhlenberg Community Library (MCL) took them under their wing to help them learn what it takes to be a member library and/or branch of a member library. At that point in time Oley had an anonymous donor give them money. They now want to close out that account, however; MCL needs to give Linda Roebuck authorization to sign on behalf of the MLC to close this bank account located at BB&T bank in Oley, and have the money go to the Oley Library.

Terry made the motion to give Linda this authorization, seconded by Cathy. Motion carried unanimously.

Membership Agreement from Berks County: A letter was received by the MCL stating that the current agreement with the Berks County Library System (BCLS) will terminate on Dec. 31, 2021. They asked that MCL sign the proposed new agreement by September 30, 2021 or the MCL will cease being a member of the BCLS. This agreement has been controversial over the last few months. Melissa is not agreeable to all aspects of the new agreement. Her biggest concern is for the financial penalties that may incur if you do not comply with all the criteria of the document. Penalties range from \$500 for \$2000 (based on Berks County aid received) per infraction. Melissa also mentioned her concern in the language that states that future changes to the document can be made by the Berks County Library System board and not the member libraries. This document will not go into effect until 2022 and in 2023 fines will start to be assessed. Melissa will be attending a Director's meeting tomorrow (July 13<sup>th</sup>) to see what other Directors have to say about this agreement.

Linda accepted a \$1,000 check from Garland Bear.

**Library Director's Report:**

Coronavirus planning/ opening to have public in the building:

- The Library is open fully (M-TH 10 to 7, Sat. 9 to 4)
- The Library is still offering Library to Go for those who want it
- In-building limits: every other computer in use, limited chairs, 2 hour time limit, mask encourages, etc.
- At some point we will want to extend hours by ½ to an 1 M thru Th. Staffing issues prohibit this for now.

Building Maintenance & Updates:

- The Library can now use the outside grounds for programming, but must officially book them via the school's reservation system.

Grants:

- MCL received \$1,000 for the Arts Comes to the Library grant from the Hawley and Myrtle Quier Fund of the Berks County Community Foundation.

Donations:

- Please look for more business sponsorships. We need about \$3000 to reach the \$10,000 Township match.

### **Personnel:**

Olivia Galt (Library Assistant), her last day was on July 1<sup>st</sup>. Brittany Thompson (Library Assistant), her last day was on July 7<sup>th</sup>. Ads have been placed to fill the positions of Youth Services Coordinator and a Substitute Library Assistance.

The Goodwill Company, which is a vocational training facility for students with learning disabilities will place a student for 4 hours a day on Thursdays to work in the Muhlenberg Library. This student will have a job coach with them at all times and be paid by the Goodwill Company.

The Library needs to look into how to boost the minimum wage for its employees.

### **System Meeting:**

The next System meeting is on August 18<sup>th</sup>.

### **Old Business:**

Fundraising Committee: Fall Craft Fair

Karen looked into having a craft fair at the Township Building. The idea was approved by the Township manager. The meeting room was measured, as well as, other common areas in the building. Karen feels that we can fit in about 30 vendor spots measuring 10 ft. long by 5 ft. wide. The dates to look at are Oct. 16, 23 or 30<sup>th</sup>. Set up is suggested from 7 to 9AM on Sat., with the show starting at 9AM and running until like 2 to 3PM. Questions to be considered i.e. advertising, cost of spaces, parking at the building, etc. A suggestion of having volunteers and vendors park at the K-mart parking area to leave the building's parking lot open for shoppers. A motion was made by Karen to try doing a Craft Show on Oct. 23 at the Township Building, seconded by Cathy. A show of hands was asked for this motion and it was carried 4 votes to 2. A craft fair committee will be put together and will meet in the very near future.

Linda proposed the idea of having a Pop Up Book Sale with Science Fiction and Sherlock Holmes mystery books. Linda will coordinate this effort and it will be held outside the Library on Saturday, Aug. 14<sup>th</sup>. Melissa will get it approved by the School District.

**New Business:**

Collection Development Policy: After some discussion, a motion was made by Cathy, seconded by Joe to adopt the proposed Collection Development Policy as reviewed and amended. Motion carried unanimously.

Compensation Policy: After some discussion, a motion was made by Karen, seconded by Joe to adopt the proposed Compensation Policy as reviewed and amended. Motion carried unanimously.

**Adjournment:** The meeting was adjourned at 8:10 PM

Respectfully submitted,

Karen Schreiber

**Dates to Remember:**

Next Meeting

September 13, 2021