

Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
June 14, 2021

**Call to Order:** President Linda Roebuck called the meeting to order at 6:33 p.m.

**Attendance:** Linda Roebuck, Karen Schreiber, Cathy Meck, Joan Crater, Lori Madara.

**Absent:** Terry Heckman, Kathy Felker, Joe Yarworth and Diane Benson.

**Also Present:** Melissa Adams, Library Director and Stephanie Williams, District Consultant.

Stephanie Williams reported that the system agreement is still being adjusted. The library systems have the authority to have system membership agreements.

By state standards our library follows the Excellent Aid, which gives us more funding.

Recruitment for trustees: Stephanie will share with Melissa information for ways to recruit new board members, and Melissa will share this information with all of us. We should be looking for people with different skills, so that we can build up the board team.

Audits are due by September 15, 2021.

The state librarian has retired. Waiting for a replacement to be announced.

CARES Act reimbursement. After the state budget is final the money may be distributed among the county libraries.

**Consent Agenda:** Cathy made a motion to accept the May Minutes and the May Library Report. Joan seconded it. The motion passed unanimously.

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

**Correspondence:** Thank you letters for donations received are up to date. We received a letter from PA Citizens for Better Libraries acknowledging that our Friends Group has been disbanded.

**Library Director's Verbal Report:**

PPL Loan – still waiting to find out the status of repayment of the two loans.

Coronavirus Planning/Opening to Public in the Building – the library is fully opened (M-Th 10-7; Sat 9-4). Library-to-go is still being offered for those that want it. In-building limits: every other PC is being used, limited chairs, 2-hour time limit, masks, etc. At some point the hours will be extended by ½ hour to 1 hour M-Th.

Building Maintenance – new PC chairs were purchased for patrons.

Fine Free – began on June 1 and everything is going well.

Donations – looking for more business sponsorships. We need about \$4000 to reach the \$10,000 matching.

**Personnel:** a job was posted for the Youth Service Coordinator position. Katie Urich will be leaving at the end of summer. Final day TBD, but likely July 31 or August 5.

**System Meeting:** Linda attended from our library. This year's stats will be used for the 2023 formula. We need to get circulation up and more township support, which will help us to receive more funding from the state.

**Old Business:**

Nellie Walter Fundraising – the first ones for 2021 have been canceled. Nellie will not attend until the vaccination rate reaches 85% and no masks are required. We are hoping the 10-12 and 11-16 dates will be held.

Riverfest – we have decided not to attend this year.

Fundraising Committee - Fall Craft Fair Fundraiser – have a craft fair, inviting vendors to attend, and use the big room in the township building. Karen will check on the availability. We would charge vendors for a table and the library will set up different raffle baskets there, also. Possible hours 8:00 – 4:00 and possibly both Saturday and Sunday, or just one of those days. We will discuss this further at our July meeting.

Strategic Planning Committee – which is part of the Township, if we could have Board members take turns attending these meetings.

Garden Club was contacted by Karen, and they cleaned up the area outside of the library where the benches are.

Bob Longley, the insurance agent will be at our July meeting to discuss where we are with our insurance coverage.

Joan Garry hosted a continued education via Zoom, discussing the indicators of a healthy Board. Linda and Melissa participated from our Library. We need to have more Board members in our group.

#### **New Business:**

Children Unaccompanied or Abandoned by an Adult Policy. Karen made a motion that we approve the updated policy dated 6/14/21. Cathy seconded it. The motion passed unanimously.

Collection Development Policy and Compensation Policy – both will be discussed at our July meeting.

**Adjournment:** The meeting was adjourned at 7:36 p.m.

#### **Dates to Remember:**

Next Meeting

**Monday, July 12, 2021, at 6:30 p.m.**

