

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
November 8, 2021**

Call to Order: President Linda Roebuck called the meeting to order at 6:28 p.m.

Attendees: Linda Roebuck, Terry Heckman, Diane Benson, Cathy Meck, Lori Madara, Joan Crater.

Jennifer Koch and Norma Rutt attended the meeting as potential Board members.

Absent: Kathy Felker, Karen Schreiber.

Also Present: Melissa Adams, Library Director.

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

Treasurer's Report: Was filed for audit.

Correspondence: Thank you letters for the fall donations are still being mailed out.

Library Director's Verbal Report:

PPP Loan – Confirmation has been received that the second PPP Loan of \$28,244 has been forgiven and the bank has been paid. Still waiting for confirmation from the bank that the loan has been paid in full.

Coronavirus Planning/Opening to Public in Building – More staff has been moved back into the staff office and will continue to do so incrementally.

Grants – We have received confirmation that we will receive \$8,000 for the 2021-2022 Teen Reading Lounge Grant.

Program Updates – Ready, Set, Read started in October.
Holiday Open House – low key event – December 4, 2021.

Building Maintenance & Updates – no official word regarding the School taking back the Library. Attended meeting and they are tabling the vote for a more comprehensive plan.

Donations – We have received two checks for \$5,000 each from J.P. Mascaro. We have received a total of \$16,749.84 in business sponsors this year - \$15,000 of which is from Mascaro.

We are still awaiting information as to whether or not contributions for 2022 from Laureldale and Muhlenberg will be increased or not.

Personnel Report: Nothing to report at this time.

Old Business:

The Book Sale is November 11 and 13th.

Fall Craft Fair Fundraiser Update – There was a \$2,061 profit from this event.

Doll house raffle – tickets are \$1.00 each or bring in a food item for the local Food Pantry and receive one ticket for each food item.

Lotto Raffle – The Women’s Club held an online raffle for us.

Staff/Volunteer Holiday Party – some of the staff do not want to come back to the library after their workday is complete. We decided to go to Margherita’s after our Board meeting on December 13th. Regular volunteers will be invited too. Staff that has been here will each receive a \$100 gift card and the new hires will each receive a \$50 gift card.

New Business:

The Rotary and Lions clubs are not doing the Wine & Dine event in 2022. We can consider taking on this event.

Flea market will be held at Jim Dietrich Park in May, July and September. We would be serving the breakfast items and then lunch items at this event.

The following policies were voted on:

Document Retention Policy Revisions – Terry made a motion to accept the policy with the latest changes as written. Joan seconded it. The motion passed unanimously.

Patron Behavior Policy Revisions – Joan made a motion to accept the policy with the latest changes as written. Terry seconded it. The motion passed unanimously.

Reference Service Policy Revisions – Terry made a motion to accept the policy with the latest changes as written. Diane seconded it. The motion passed unanimously.

Service Policy Revisions – Cathy made a motion to accept the policy with the latest changes as written. Diane seconded it. The motion passed unanimously.

The SEP % will be discussed at the December meeting.

The Budget for 2022 will be discussed at the December meeting after hearing from Muhlenberg Township and Laureldale Borough.

Adjournment: The meeting was adjourned at 7:40 p.m.

Dates to Remember:

Next Meeting and Holiday Party Monday, December 13, 2021, at 6:00 p.m.

