



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors
Meeting Minutes – April 29, 2021 via Zoom
APPROVED DATE – May 27, 2021

Board Attendance: Erica Wade-Elcock, Dain King, Therese Schweyer, Jennifer Rodgers, George Doughty, Erica Dreabit

LML Staff Attendance: Kathee Rhode, Natalie Arnold, Susan Nenstiel

Public Attendance: Sallie Smith, Nancy Cleff, Nancy Latanision, Betsy Lees, Jason Raines, Layla Muth

Call to Order: The meeting was called to order by President Erica Wade-Elcock at 5:03 pm.

Summary of Board Votes: All items were unanimously approved by the Board, unless otherwise noted:

- Consent agenda including March 2021 minutes, Director's report and all committee reports (including Finance report)
- E-mail vote for new board member (notes: this was conducted via e-mail after the meeting, and was not a unanimous vote; see attachment for vote results)
- Approved meeting adjournment

Board Planning Session:

- Introductions and interviews of board member candidates: Sallie Smith, Nancy Cleff, Nancy Latanision, Betsy Lees, Jason Raines, and Layla Muth. After board & staff introductions were made, the candidates introduced themselves and answered questions proposed by the nominating committee.
- Covid-19 pandemic update: Current and upcoming library services are discussed in the Executive Director's Report below.
- Erica Wade-Elcock encouraged all board members to consider serving on additional committees, or recommending them to people outside the Board.

Executive Director's Report – (see attached Executive Director's Report)

- All programs continue to be virtual at this time, including Great Decisions and the Longwood Gardens Community Read. Children's Summer Reading programs are being planned for LMT parks, weather permitting.
- Library was to have been opened without a requirement for appointments on May 10, but due to the flood the new open date will be whenever the flood damage is repaired and the library is able to reopen.
- Flood report: Demolition anticipated to begin 4/30/21. Items in the affected area have been packed up. Level 3 of retained water was found, which will require moving shelves and removing the carpeting from the front half of the library and may require partial wall removal. The computers are all still functioning and have been moved. Demo is expected to last a week,

expecting that it will be a week or two before services can be opened. The township's insurance covers the costs related to the building, and the library's insurance covers costs related to shelving, furniture, and books that were damaged. Staff prepared an inventory and photos for the insurance adjusters.

- Personnel manual was presented to the staff, and the personnel committee will review updates from the staff at their next meeting. The Great Decisions program was delayed for one week due to the flood.
- Review of the quarterly statistics postponed until the next board meeting.

Committee Chair Reports & Next Meeting Dates

Finance:

- Committee reviewed the reserve funds policy, and did not make any changes. The policy is located in the Box. Board should review to be approved at the next board meeting.
- Review of the window treatments proposal postponed to the next board meeting.
- Lease agreement: legal issues dating back to 2000 need to be addressed in order to get the lease done.
- Next meeting - May 17 at 5:00 pm on Zoom

Personnel:

- Committee met on 4/23. Discussed plan for clarifying remote workers, library reopening fully and keeping staff safe, staff suggestions for edits to the personnel manual, and workforce planning.
- David Elcock, HR Consultant, has joined the committee.
- Next meeting - May 28 at 12:00 pm on Zoom

Marketing

- Committee met on 4/20 and rethought overall priorities, with the main conclusion being that we needed to fully reopen.
- Next meeting - TBD

Facilities:

- No report
- Next meeting - TBD

Friends of LML Update:

- No report
- Next meeting - TBD

Technology:

- Regarding the extended outdoor Wi-Fi services that had been considered, the township has also been looking at doing that from their building, so this is postponed for now.
- Erica Dreabit volunteered to join the committee.
- Next meeting - TBD

Nominating:

- Discussion of board candidates was conducted during an Executive Session.
- Next meeting - TBD

Strategic Planning:

- Next meeting - TBD

Old Business

- None

New Business

- None

Public Comment

- None

Public Board Meeting was adjourned at 6:31 pm

Executive Session

- Session was convened at 6:31 pm to discuss board candidates. Session adjourned at 6:53 pm.
- Vote on new board member was conducted via e-mail by Erica Wade-Elcock (see attachment for vote results). Layla Muth was selected as our candidate to be submitted to the Township Board of Commissioners.

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, May 27 at 5:00 pm on Zoom (Natalie will send a link before the meeting)

Respectively submitted:

Erica Dreabit

Library Director's Report

(4/29/21)

Objectives

Community Partnership

- Programs for adults, teens and children will continue virtually. Great Decisions 2021 and the Longwood Gardens Community Read adult programming continues on Zoom. Summer programming is being planned for outdoors, weather permitting
- Participating in Great Decisions and the Longwood Gardens Community Read programs
- Susan set up an information table in the lobby for the May primary
- Flyers with LML branded pencils will be distributed at the shredding event held Saturday, May 8 in the Community Center parking lot

Relevance

- Contactless-pickup appointments are available Monday through Thursday (three every ten minutes) from 10:00am to 5:50pm, Friday and Saturday 10:00am to 1:50pm
- Computer services and browsing appointments will continue Monday through Thursday from 10:00am to 5:00pm
- Beginning Monday, May 10 appointments will no longer be needed to pick up, browse or use a computer
- LMT is considering upgrading their Wi-Fi to extend into the parking lot

Fiscal Responsibility

- Susan submitted our CARES ACT Library Plan for \$2,708.64 to the District Consultant February 16 – OCL is reviewing the request
- The LCLC directors agreed to remain fine-free till September 1
- LMT is working with the solicitor regarding the LML agreement

Communication and Leadership Effectiveness

- Presented the Personnel Policy as the policy of the month for discussion at the April staff meeting
- Completed the annual staff reviews and Hailey's three month review
- Attended the PaLA Legislative Town Hall Wednesday, March 10
- Attended the PaLA Directors Forum Thursday, March 25
- Met with LCLC Directors Friday, April 9
- Attended the OCL Information Exchange Monday, April 12
- Attended the webinar "Library Staff Morale & the Academic Hierarchy" Tuesday, April 20
- Interviewed three candidates for the Library Assistant position

Statistics

- Available in *Box*

Programming

- LML Book Club (*A Woman of No Importance*) – April 7 via Zoom, Attendance: 16
- Great Decisions (*Global Supply Chains and National Security*) – April 8 via Zoom, Attendance: 14
- Books & Beyond via Zoom – April 12, Attendance: 6
- April Grab & Go Craft Kits – 70
- Great Decisions (*Persian Gulf Security*) – April 14, Attendance: 13
- Earth Day Craft Kits – 45
- Great Decisions (*Brexit and the European Union*) – April 14, Attendance: 13
- Longwood Gardens Community Read – April 22, Attendance: 12

Mark Your Calendar

- Great Decisions – Wednesdays beginning April 7 through May 26, 7-8:30
 1. Global Supply Chains and National Security
 2. Persian Gulf Security
 3. Brexit and the European Union
 4. Struggles Over the Melting Arctic
 5. China's Role in Africa
 6. The Korean Peninsula
 7. The Role of International Organizations in a Global Pandemic
 8. The End of Globalization?
- Longwood Gardens Community Read program “Birds & Birding: A Community Read Conversation” with authors J. Drew Latham and Mya Thompson – May 4 @6:30pm
- The library will be closed during the LMT shredding event held in the Community Center parking lot May 8
- Longwood Gardens Community Read program “Artists on Storytelling: A Community Read Conversation with J. Drew Latham and Charlotte Black Alston (master storyteller) – May 11 @ 6:30pm



Erica Wade Elcock <ewelcock@gmail.com>

To: Erica Dreabit, George Doughty, Dain King, Jennifer Rodgers (jennifer.rodgers@outlook.com), Therese Schweyer



Sun, May 9 at 7:12 PM



Hello everyone!

Below are the results of the e-vote for the board opening. Layla Muth had the most votes. Thanks for your timeliness.

Therese, please follow up with each candidate. Erica D., please include the e-vote results in the minutes. Thank you.
Erica E.

Nancy Latanision - 1 vote

Layla Muth - 4 votes

Dr. Jason Raines - 1 vote