



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors
Meeting Minutes – August 26, 2021 via Zoom
DRAFT DATE – September 28, 2021

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

LML Staff Attendance: Kathee Rhode, Susan Nenstiel

Public Attendance: Julie McDonnell

Call to Order: The meeting was called to order by President Erica Wade-Elcock at 5:01 pm.

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

- Consent agenda including July 2021 minutes (meeting held August 5 due to having been postponed because of poor weather), Director's report and all committee reports (including Finance report)
- Approved motion from Finance Committee for the transfer of surplus funds into Technology and Reserve accounts
- Approved meeting adjournment

Board Planning Session:

- Flood update: Carpeting has all been replaced, and Overton is moving the shelving into place. The painting has also been done. Moulding and finishing details are expected to be done by next Tuesday.
- It was discovered through the flood repair that the cleaning crew was not doing an adequate job – only 2 people for 15 minutes a day. Estimates are being sought for a deep carpet cleaning and interior window cleaning. The current cleaning service was notified that their contract will be cancelled if the work doesn't improve.
- Compass will be on site Wednesday to get the public computers back up and running.
- 3M will be called to reinstall circulation desk equipment (to be done in stages so that the library doesn't have to close due to lack of circulation function).
- It was discovered that aisle space in adult fiction and non-fiction isn't ADA compliant, due to the moulding on the bottom of the shelves. Awaiting an estimate for the cost of resolving this by spacing the shelves 1-2" farther apart.
- Ceiling tiles are wet throughout the library due to HVAC duct condensation, and the contractor is working on resolving the problem.
- The township will arrange to have the circulation office carpeted because the quote from the company laying the flood replacement carpet was \$6,000.

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

- Adult craft programs are going well.
- Planning to increase library open hours after Labor Day – changes would be moving to 10 am – 3 pm on Fridays and 10 am – 3 pm on Saturdays. More hours will be added later.
- Discussed new staff – see first bullet under Communication and Leadership Effectiveness for details. Sarah Buechele declined the position, and Emily Foster was hired and will begin training on Monday.
- Personnel committee requested a review of library assistant salaries at local libraries, so this was done, and the range is from \$7.25 - \$15.00/hr, with everything in between. It was also suggested that the job descriptions and requirements be examined for differences that might affect salaries.
- Discussion of some controversy regarding the adult program A Voice for All, during which some people left the meeting over discussion of the book Me and White Supremacy, which Susan had read as part of a library conference, and describes as a workbook for identifying privilege. The program grew out of discussions from the Longwood Gardens book club, which wanted to further explore issues of diversity and equality. Upcoming program is Sept. 29 at 6:30 at Macungie Memorial Park.

Committee Chair Reports & Next Meeting Dates

Finance:

- Committee met on 8/23
- Fulton Bank has forgiven both rounds of PPP loans and the Small Business Administration has forgiven the first round of PPP loans. The two rounds total \$172,000.
- A motion was made and unanimously approved by the Board for the transfer of \$60,000 in surplus, moving \$20,000 to Technology and \$40,000 to Embassy Bank reserve account for future projects. The remaining \$30,000 surplus will be left in the Fulton account.
- The library will be exploring and getting bids for potential long-term projects, such as self-checkout, website design, and new staff computers. These would be projects to be done in 2022-2023 after the library has worked its way back to full staffing and hours.

Personnel:

- Committee met on 8/17
- The committee talked about revamping the employee handbook, to include some standalone policies, and also started talking about workforce planning.
- Dain, David, and Erica will be meeting separately to work on Kathee's evaluation.
- Next meeting – 9/24 at noon

Marketing

- Committee met on 8/25
- It's National Library Card Signup month, and library will be participating in National Voter Registration Day.
- There will be weekly raffles for people signing up for new or renewed cards or switching to the cooperative card.
- The library is considering doing bingo and other games suggested by ALA.

- Susan is working on getting an article in the East Penn Press about the reopening, going fine free, etc.
- Next meeting – 9/22 at 5:00 pm

Facilities:

- Did not meet.
- Next meeting - TBD

Friends of LML Update:

- Did not meet.
- Friends still hope to do the fall book sale, but it's still TBD.
- Next meeting - TBD

Technology:

- Natalie not present, so no discussion about technology.
- Let Natalie know about any inspiring library websites.
- Next meeting - TBD

Nominating:

- Next meeting - TBD

Old Business

- None

New Business

- George expressed that we need to keep thinking about increasing salaries to attract and keep staff.
- George also asked about having an emergency plan in place in cooperation with the township to address future emergencies in a more efficient manner.
 - Dain shared that a manual exists, dating back to 2017. An emergency safety manual was developed around that time for the library, but it really belonged as a chapter for the community center plan. The library's plan was sent to the township in 2017, but it still hasn't gotten approval from the community center or township.
 - Julie shared that the issues all go back to liability. The plan had to go to legal, but even before that, the plan apparently had to go to someone in the state who handles these types of building. Then, because of the library expansion, it was decided that it didn't make any sense to go through that whole process since the plan would need to be changed after the expansion anyway.
 - Facilities committee should take up the preparation of a revised plan.
 - George expressed that a plan should address going beyond the first 24-48 hours and into the recovery phase, getting the library back up and running quickly.
 - Layla expressed that the plan should also address the technology within the library, i.e., potential cyber attacks.
- The library's mask policy was discussed. By and large, people are complying, even though the community center is not requiring them.

Public Comment

- Julie asked when the library website was last designed, which was 7 years ago.
- Julie asked if there has been any progress on the complaints about the district library. Kathee reported that a letter was indeed signed by several cooperative library directors identifying the problems, but so far they have only received notification that the letter was received.

Board Meeting was adjourned at 5:50 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, September 30 at 5:00 pm – location TBD

Respectively submitted:

Erica Dreabit

Library Director's Report

(8/26/21)

Objectives

Community Partnership

- Programming for children will be held outdoors, weather permitting. Book clubs and adult programs will be held via Zoom or at an outdoor location such as Lock Ridge Park and Macungie Memorial Park

Relevance

- The Lehigh/Carbon Library Cooperative (LCLC) officially went fine free. Past overdue fines will be forgiven. Fees for lost and damaged books will remain.
- Daily opening without appointments with access to the back half of the library and a temporary circulation desk available in the YA area continues. Limited seating is available throughout the library. Current hours are: Monday and Wednesday 10-5, Tuesday and Thursday 10-6 and Friday 10-2
- Natalie, Susan, Sarah, Lisa, Adam and I have registered for the PaLA virtual conference held September 27 - 29

Fiscal Responsibility

- Fulton Bank notified us that our Paycheck Protection program application was approved for \$82,000. We await approval from the Small Business Administration
- A check for \$9,341.04 was received from Utica National Insurance to cover the cost to replace office furniture

Communication and Leadership Effectiveness

- Interviewed Sarah Buechele July 30 for the part-time Library Assistant position. Interviewing Emily Foster August 25
- Natalie and I met with LCLC directors August 6 via Zoom to discuss District issues and fine free policies
- Presented the COVID 19 policy as the policy of the month for discussion at the August 10 staff meeting
- Met with the Technology Committee August 12.
- Crissy (Swavely) Croisette begins her work as a full-time Library Assistant August 23. Jessica Licker moves from part-time to full-time as Library Assistant August 23

Statistics

- Available in *Box*

Programming

- Native American Storytelling and History at Lock Ridge Pavilion – August 2, Attendance: 9
- Alpaca Fiber Arts Talk at Macungie Memorial Park – August 3, Attendance: 12
- LML Book Club (The Dutch House) – August 4 via Zoom, Attendance: 16
- Chit Chat & Craft @ The Park: Stenciled & Calligraphy Family Tree – August 4, Attendance: 9
- Books & Beyond at Lock Ridge Park Pavilion– August 9, Attendance: 5
- Chit Chat & Craft @ the Park: Fresh Cut Flower Arrangement at Macungie Memorial Park Hall – August 11, Attendance: 13

Mark Your Calendar

- **Tuesday, August 24th A Voice for All on Zoom 7-8:30PM** Join a new program series at LML where we will discuss equity, diversity, and inclusion in our local area and beyond. This month we will read and discuss *Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor* by Layla Saa. Come with ideas for future programming and discussions
- **Wednesday, August 25th Chit Chat & Craft @ the Park: Wooden Birdhouse Decorating at Macungie Memorial Park Weeping Willow Pavilion 6:30-8:30PM (rain location Memorial Hall)** *This program was rescheduled from a later date.* Join us for a relaxing evening at the park as you paint and decorate a birdhouse for your own backyard.
- The library is closed for the Labor Day holiday on Monday, September 6
- **Alzheimer’s Awareness “Know Dementia, Know Alzheimer’s”** at Macungie Memorial Park, Weeping Willow Pavilion – September 8, 6:00-7:30pm
- **Make Reading a Hobbit** celebrating Hobbit Day at Macungie Memorial Park, Weeping Willow Pavilion – September 22, 6:30-8:30pm
- **A Voice For All** at Macungie Memorial Park, Weeping Willow Pavilion – September 29, 6:30 – 8:00pm