



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – December 2, 2021

APPROVED DATE – January 27, 2022

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

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

Public Attendance: None

Call to Order: The meeting was called to order by President Erica Wade-Elcock at 4:58 pm.

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

- Consent agenda including October 2021 minutes, Director's report, and all committee reports (including Finance report)
- Approved Draft No. 3 of the 2022 Budget
- Approved the renewal of the Covid policy, including a motion to remove the policy's expiration date
- Approved the library's closing schedule for 2022 (passed with 2 Board members opposed)
- Approved meeting adjournment

Board Planning Session:

- Discussion of the 2022 Budget
 - Items of note:
 - Going fine-free will result in approximately \$10,000 year loss in revenue
 - A change to the health insurance plan was made after being suggested by the insurance agent and after consultation with affected staff
 - Salaries: a 2% increase vs. a 2.5% increase results in a savings of over \$11,000. It was requested to see the budget with the 2.5% increase instead of the 2% increase, so Susan prepared Budget Draft No. 3, which was unanimously approved by the Board.

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

- Storytime and craft kits continue to be very popular.
- A patron made an inquiry about whether the library provided a notary service. Some local libraries do offer this service at no charge by appointment, so Kathee is looking into what it would take to provide this service here.
- A children's iPad station will be installed soon.
- The library will be closed for election day.

- The Plan For the Use of State Aid was sent to the Office of Commonwealth Libraries.
- Kathee is reviewing LML's policies in light of recent book challenges in public and school libraries to ensure that the library is prepared should this arise.

Committee Chair Reports & Next Meeting Dates

Finance:

- The library raised \$4600 from the year-end fundraising appeal
- Next meeting – 1/24/2022 at 5:00

Personnel:

- Did not meet.
- Next meeting – 12/3 at 12:00

Marketing

- Did not meet.
- Next meeting – 1/19/2022 at 5:30

Facilities:

- Did not meet.
- Next meeting - TBD

Friends of LML Update:

- Did not meet.
- The Friends do plan to have the spring sale.
- Next meeting - TBD

Technology:

- Committee met on 11/18 via Zoom
- The committee is in the process of having demonstration meetings with web design companies and will then meet again to choose a vendor.
- Next meeting – TBD

Nominating:

- Did not meet.
- Next meeting - TBD

Old Business

- None.

New Business

- The Covid policy adopted last year is expiring. A motion was made and passed unanimously to renew the policy and remove the expiration date.

- The proposed closing schedule for 2022 was reviewed and discussed. It was passed without change with 2 Board members opposed.
- Dain announced that he will be retiring from the Board when his term ends on 1/31/2022.

Public Comment

- None

Board Meeting was adjourned at 6:04 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, January 27, 2022 at 5:00 pm in person at the library with a Zoom option

Respectively submitted:

Erica Dreabit

Library Director's Report

(12/2/21)

Objectives

Community Partnership

- Programming for children was being held outdoors through mid-November, weather permitting. Book clubs and adult programs are being held via Zoom
- Susan and I attended the Lower Macungie Garden Club program Wednesday, November 10

Relevance

- Participated in the Pennsylvania Library Association (PaLA) Business Meeting Tuesday, October 26
- Attended the PaLA presentation of *Made Free and Thrown Open to the Public* Wednesday, October 27
- Attended the Office of Commonwealth Libraries (OCL) meeting Thursday, October 28
- Natalie and I attended the LVPaLA author talk Friday, October 29
- Joined the Technology Committee Thursday, November 18 to discuss web design companies

Fiscal Responsibility

- Sent the Plan For the Use of State Aid to OCL
- Susan, Natalie, and I worked on the 2022 budget to present to the Finance Committee
- Weis Market notified LML Thursday, November 11 regarding their financial support through EITC
- Year-end appeal letters sent out Friday, November 19 have yielded positive results to date

Communication and Leadership Effectiveness

- Lisa and I interviewed Sherry Baublitz for the Assistant Youth Services position Wednesday, October 27. She began her work at LML Wednesday, November 10
- Natalie, Susan, and I joined the Technology Committee members for several Zoom meetings with web design companies in November
- Attended a PaLA Directors Forum discussing minimum wage in libraries Wednesday, November 17
- Participated in the Governor's Advisory Council meeting Thursday, November 18
- Attended PaLA Directors Forum on book challenges Friday, November 19
- Tingting Wu is the new manager of the Chinese collection beginning Tuesday, November 23

Statistics

- Available in *Box*

Programming

- *A Voice For All* via Zoom – Wednesday, October 20, Attendance: 6
- *Redistricting Reform: Why is Matters* presented by Rich Rafferty from Fair Districts Wednesday October 27, Attendance: 3
- LML Book Club (*The Splendid and the Vile*) via Zoom November 3, Attendance: 13
- *The History of Fleetwood Metal Body Company & Cadillac* presented by Autumn Jackson from the Boyertown Museum of Historic Vehicles via Zoom Monday, November 15, Attendance: 16
- *A Voice For All* via Zoom – Monday, November 22, Attendance: 6

Mark Your Calendar

- LML Book Club (*The Vanishing Half*) via Zoom December 1, 10:30am – 12:00pm
- *A Voice For All* via Zoom Monday, December 6, 7:00pm – 8:30pm
- *Books and Beyond (The Island of Sea Women)* via Zoom Monday, December 13, 7:00pm – 9:00pm