



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors
Meeting Minutes – February 25, 2021, via ZOOM
APPROVED DATE – March 25, 2021

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

Board Absence: Jennifer Rodgers, Ron W. Beitler [Ex Officio]

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

Public Attendance: Linda Heck

Call to Order: The meeting was called to order by Acting President Erica Wade-Elcock at 5:02 PM.

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

- Approved Library COVID-19 Policy
- Approved PTO for Part-Time Staff Policy
- Approved 2021 Board Officers:
 - President – Erica Wade-Elcock
 - Vice-President – Therese Schweyer
 - Secretary – Erica Dreabit
 - Treasurer – Dain King
- Approved consent agenda including January 2021 minutes, Director’s report, and all committee reports
- Approved meeting adjournment

Board Planning Session:

- COVID-19 Pandemic update: Staff returned to the library on February 8th and the Library reopened for Patrons on February 9th. Current and upcoming library services are discussed in the Executive Director’s Report attached.
- The Personnel Committee recommended the approval of the COVID-19 Policy. After a discussion, the motion was passed unanimously.
- The Personnel Committee recommended the approval of the PTO for Part-Time Staff Policy. After a discussion, the motion passed unanimously.
- Board Officer positions were discussed. After the discussion, a motion was made to approve the following officer positions. The motion passed unanimously.
 - President – Erica Wade-Elcock
 - Vice-President – Therese Schweyer

- Secretary – Erica Dreabit
- Treasurer – Dain King
- No update on the Library lease document that has been shared with the Township.

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

- All Library programming remains virtual. See attached report for hours of availability.
- The Library’s fine-free relief for patrons is in place through March 31, 2021.
- There is an open Library Assistant position.

Committee Chair Reports & Next Meeting Dates

Finance:

- The Library received the remainder of the State Aid amount for 2021.
- The loan refinancing is complete.
- The Library was approved for an additional Paycheck Protection Program loan of \$82,000.
- Next meeting – March 24th at 5:00 PM

Personnel:

- Items covered in Board Planning Session.
- Next meeting – March 19th at 12:00 PM

Facilities:

- No report
- Kathee will check that the Township has cleared snow from the Library emergency exits.
- Next meeting – TBD

Marketing

- No report
- Next meeting – TBD

Nominating:

- The open Board position has been posted and the Township has received a few applications.
- The committee has also reached out to a few patrons who have expressed interest in potentially volunteering.
- Next meeting – TBD

Friends of LML Update:

- No report
- Next meeting – TBD

Technology:

- No report
- Next meeting – TBD

Strategic Planning:

- No report
- Next meeting – TBD

Old Business

- The annual conflict of interest form is located online in the Box in the Finance Committee folder. Please complete and submit to Susan.
- The Library's strategic plan will be discussed in 2021.

New Business

- None

Public Comment

- None

Meeting adjourned at 5:45 PM.

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, March 25, 2021 at 5:00pm, via ZOOM (Natalie will send a link before the meeting)

*Respectively submitted:
Therese Schweyer*

Library Director's Report

(2/25/21)

Objectives

Community Partnership

- Programs for adults, teens and children will continue virtually
- AARP Tax Aide volunteers are meeting taxpayers in the parking lot by appointment only

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. Times have been expanded to accommodate expected influx of Parkland patrons during their closure

Fiscal Responsibility

- We received \$43,315 on February 12, which is the remaining 7/12 of the 2021 State Aid
- Susan submitted our CARES ACT Library Plan for \$2,708.64 to the District Consultant February 16
- Scheduled loan closing with Susan Nenstiel and Dain King at Fulton's Brookside branch February 22
- The library was approved for a second Paycheck Protection Loan for \$82,000

Communication and Leadership Effectiveness

- Attended COVID webinar Tuesday, January 26
- Closed library and quarantined staff Thursday, January 28 due to a staff member who tested positive for COVID. Staff returned Monday, February 8, reopened Tuesday, February 9
- Attended Governor's Advisory Council meeting Thursday, February 11
- Attended Christi Buker's (President of PaLA) Open Forum Thursday, February 18

Statistics

- Available in *Box*

Programming

- LML Book Club (*Becoming*) – January 6, via Zoom, Attendance: 18
- Books and Beyond (*The Keeper of Lost Things*) –January 11, via Zoom, Attendance: 5
- *Estate Planning 101* presented by Tom Capehart from Gross McGinley via Zoom – January 26, Attendance: 18
- February Grab & Go Craft Kits – 72