



**LOWER MACUNGIE LIBRARY**  
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**Lower Macungie Library Board of Directors**

*Meeting Minutes – January 27, 2022*

*APPROVED DATE – March 31, 2022*

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

Board Absence: Erica Wade-Elcock

LML Staff Attendance: Kathee Rhode, Susan Nenstiel

Public Attendance: None

**Call to Order: The meeting was called to order by Vice President Therese Schweyer at 5:05 pm.**

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

- Consent agenda including December 2021 minutes, Director’s report, and all committee reports (including Finance report)
- Approval of recommendation from the Finance Committee to use Renaissance Web Solutions for the website redesign and hosting, and LocalHop for calendar and meeting room reservations.
- Approved meeting adjournment

**Board Planning Session:**

- Facilities update:
  - Everything is back in place, and the conference room will be cleared out by February 2 so AARP can use it for their tax preparation service.
  - All final repair bills have been submitted.
- Updated material selection policy was reviewed. The policy has been updated to make sure it would withstand a challenge.
  - Dain suggested adding “librarians” after “District” to item 4 under Objectives, which currently reads, “Where possible, Lower Macungie Library will work with the East Penn School District and other local educational providers to purchase materials that support the learning needs of the students.”

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

- Programming is not being done in person, but rather continues over Zoom for adult programs, and by craft takeaway kits and other methods for youth.
- AARP will be coming in for tax preparation help, but rather than meeting one on one with people, they’ll have clients drop their materials off and then come back later to pick them up.
- Sarah did a senior program for which she created a crossword about LML services.

- Jen Dell Beni completed a course to become a notary and will be taking the notary exam on 2/4. Afterwards the library can purchase the necessary equipment and start offering notary services.
- Donations are still coming in from the year end appeal.
- State aid will be distributed on February 4.
- Kathee answered questions from the mayor of Bernville, PA about advice for expanding the library.
- Staff changes: Sherry Baublitz resigned from the Youth Services Assistant position, but a replacement has been hired and is starting on Monday. Emily Foster, a part-time circulation clerk who also resigned, has completed an exit interview. Kathee is looking to use exit interviews as guidance for preventing future inconsistencies in training, etc., with the hope of improving staff retention.

### **Committee Chair Reports & Next Meeting Dates**

#### **Finance:**

- The budget is in good shape, and the library doesn't anticipate any cash flow issues between now and May, when the tax revenue arrives.
- Discussion over revisiting how much the library is paying the township tax collector out of our tax revenue.
- State aid this year will be approximately \$74,000.
- The Finance Committee recommends that Renaissance Web Solutions be chosen to redesign the library's website, and that LocalHop be used to host the calendar and meeting room reservation functions. The Board voted on this motion and it passed unanimously.
- Next meeting – 2/21 at 5:00

#### **Personnel:**

- Issues to be reported to the board will be discussed in executive session following the regular meeting.
- Next meeting – TBD.

#### **Marketing**

- The next push for marketing will be to promote the new website once it is launched.
- Next meeting – 2/22 at 5:30

#### **Facilities:**

- Dain is currently the chair, so the committee will need a new chair. George will join the committee, and either he or Julie will chair it.
- Susan contacted the township about the emergency plan, and they have promised to be in touch.
- Next meeting - TBD

#### **Friends of LML Update:**

- The Friends have decided on May 5-7 for a booksale date. Sorting will begin in March, but donations will not be accepted until after the sale, when there will be more room to store them.
- Community Day is also being hosted again by the township this year, scheduled for May 3 from 4:00 – 8:00.
- Next meeting - TBD

**Technology:**

- The main focus has been the website, so there’s nothing else to report currently.
- Next meeting – TBD

**Nominating:**

- The committee will need to find a replacement for Dain. We do have some applications on file and the township will advertise the open board position as well.
- We will also need a new chair of the Finance Committee due to Dain’s departure. Main duties are signing checks and oversight of the library’s finances.
- The township will need to appoint a new liaison to the Board due the to departure of Ron Beitler as a township commissioner.
- Next meeting - TBD

**Old Business**

- Discussion of the District Library issue: not much progress has been made, but it really needs to be the Office of Commonwealth Libraries to take the lead, and so far their requests haven’t been forceful enough to get results. The Allentown Public Library’s finances are also complicated because the library is a part of the Allentown School District.
- Code of Ethics and Conflict of Interest forms were distributed for board members to sign.
- Discussion of setting a date for the library to go back to our pre-pandemic and pre-flood hours. The library is currently open 40 hours/week, whereas it had been open 57 hours/week in the past.

**New Business**

- Board officers for the upcoming year will be discussed and voted on at the February meeting.

**Public Comment**

- None

Board Meeting was adjourned at 6:02 pm

**ACTION ITEMS WITH DUE DATES**

**Next Meeting:** Thursday, January 24, 2022 at 5:00 pm in person at the library with a Zoom option

*Respectively submitted:  
Erica Dreabit*

# **Library Director's Report**

(1/27/22)

## **Objectives**

### **Community Partnership**

- Book clubs and adult programs are being held via Zoom. No in-house Youth programs currently
- AARP Tax-Aide volunteers will be offering tax return preparation services at LML Thursday afternoons beginning February 3 through April 14. Appointments for the tax return services can be made on Thursday, January 27 from 9:00am through 12:00pm at the Wescosville Recreation Center
- Sarah presented library service information and a crossword puzzle to the Lower Macungie Seniors in the Community Center January 18 as part of their lunch program, 39 in attendance

### **Relevance**

- Joined the Technology Committee Friday, December 3 to meet with Weblinx staff
- Moved back into my office Monday, December 20
- The Technology Committee met Wednesday, January 19 to select a website company

### **Fiscal Responsibility**

- Received \$1,000 from Weis Markets for the Youth Services Program Friday, December 10
- Received \$2,000 from Fulton Bank through the EITC program Friday, December 17
- Year-end appeal letters sent out Friday, November 19 have yielded positive results to date raising \$10,941 (108 gifts)
- Received word that the American Rescue Plan (IMLS) allocated \$9,758 to LML. Application for consideration due January 28
  - The 2021 audit is scheduled for Monday, February 28

### **Communication and Leadership Effectiveness**

- Natalie, Susan, and I joined the Technology Committee for several Zoom meetings with web design companies
- Interviewed candidates for Library Assistant in December and January
- Sherry Baublitz resigned from her position as Youth Services Assistant Wednesday, January 12 (started November 10)
- Mayor of Bernville (Berks County) called Monday, December 13 requesting advice on their expansion
- Participated in the Friends of LML meeting Saturday, January 15
- Lisa and I interviewed three candidates this week for the Youth Services Library Assistant position

## Statistics

- Available in *Box*

## Programming

- LML Book Club (*The Vanishing Half*) via Zoom December 1, 10:30am – 12:00pm, Attendance: 15
- *A Voice For All* via Zoom Monday, December 6, 7:00 – 8:30pm, Attendance: 6
- Books and Beyond (*The Island of Sea Women*) via Zoom Monday, December 13, 7:00 – 9:00pm, Attendance: 8
- *Small Business Scavenger Hunt* for all ages November 22 – December 31, Participation: 3
- LML Book Club (*The Baker's Secret*) via Zoom Wednesday, January 5, 10:30am – 12:00pm, Attendance: 17
- Books and Beyond (*Time & Again*) via Zoom January 10, 7:00 – 8:30pm, Attendance: 6
- *Genetic Genealogy* via Zoom Thursday, January 13, 7:00 – 8:30pm, Attendance: 6
- *A Voice For All* via Zoom Monday January 17, 7:00 – 8:30pm, Attendance: 5

## Mark Your Calendar

- In celebration of Martin Luther King Jr. Day of Service LML is participating in community service project. Throughout the entire month of January LML will be collecting donated non-perishable food and brand new children's books for the Grace Food Cupboard, Macungie
- LML Book Club (*The Alice Network*) via Zoom February 2, 10:30am – 12:00pm
- Books and Beyond via Zoom Monday, February 14, 7:00pm – 8:30pm
- *Gilded Age Quarantaine* via Zoom Saturday, February 19, 1:00 – 2:30pm
- *A Voice For All* via Zoom Monday, February 21, 7:00-8:30pm
- Great Decisions (held in Spring) topics:
  - Topic 1: "Changing Demographics" (Bonus Article)
  - Topic 2: "Outer Space"
  - Topic 3: "Climate Change"
  - Topic 4: "Russia and the U.S."
  - Topic 5: "Myanmar and ASEAN"
  - Topic 6: "Quad Alliance"
  - Topic 7: "Drug Policy in Latin America"
  - Topic 8: "Industrial Policy"
  - Topic 9: "Biden's Agenda"