



**LOWER MACUNGIE LIBRARY**  
inform • enrich • empower

**Lower Macungie Library Board of Directors**  
*Meeting Minutes – January 28, 2021, via ZOOM*  
**APPROVED DATE – FEBRUARY 25, 2021**

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

Board Absence: Ron W. Beitler [Ex Officio]

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

Public Attendance: Julie McDonnell, Kimberly Maslanka, Marge Olson

**Call to Order: The meeting was called to order by President Jerel Gade at 5:15 PM.**

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

- Approved consent agenda including December 2020 minutes, Director's report, and all committee reports
- Approved the updated Financial Management Policy
- Approved meeting adjournment

**Board Planning Session:**

- COVID-19 Pandemic update: A Staff member tested positive for COVID so the library is temporarily closed while the library is cleaned and staff members quarantine and self-monitor. No items are due during the closure. At this time, Library staff anticipate a re-opening around February 8<sup>th</sup> but they will monitor and adjust, if needed. Current and upcoming library services are discussed in the Executive Director's Report below. Susan shared that there is another wave of the Paycheck Protection Program. She is reviewing the application requirements to see if the Library will qualify.
- No update on the Library lease document that has been shared with the Township.
- Natalie reviewed the 2020 Library statistics and shared that Rbdigital Magazines transferred to Overdrive on January 28<sup>th</sup>.

**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 has been extended through March 31, 2021.
- New phone system is set up and in use.
- The Library received a \$2,000 grant from Fulton Bank for Youth Services programming.

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

### **Finance:**

- Susan is preparing for the 2020 Financial Statement audit.
- The Library received \$22,000 through fundraising in 2020.
- The committee updated the Financial Management Policy. A motion was made to approve the updates. The motion passed unanimously.
- Next meeting – February 22<sup>nd</sup> at 5:00 PM

### **Personnel:**

- No report
- Next meeting – February 19<sup>th</sup> at 12:00 PM

### **Facilities:**

- No report
- Next meeting – TBD

### **Marketing**

- The committee shared that they are continuing to look into fundraising ideas for the Library's 20<sup>th</sup> anniversary in 2021.
- Next meeting – February 24<sup>th</sup> at 5:00 PM

### **Nominating:**

- No report
- Next meeting – TBD

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

- No report
- Next meeting – TBD

### **Technology:**

- The new phone system was installed successfully.
- The Library is considering extending the wireless internet reach so that residents will be able to access the internet from the parking lot. Natalie is talking to Compass and the Library would need LMT approval since the access point would need to be installed on the outside of the building.
- Next meeting – TBD

### **Strategic Planning:**

- No report
- Next meeting – TBD

### **Old Business**

- The Board has been asked to reconsider the District Library topic that was reviewed in March of 2018. Board members suggested waiting until the Library is back to full operational hours before addressing this topic.
- The Library's strategic plan will be discussed in 2021.

### **New Business**

- A reminder that Trustees need to complete the annual conflict of interest form.
- President Jerel Gade announced that he will be stepping down from the Board of Trustees effective January 31<sup>st</sup>. Jerel was a Board Member for 11 years. The board members and Library staff thank him for his service to the Library.
- Erica Wade-Elcock will be acting President of the Board until the officer nomination and election takes place at our February 25<sup>th</sup> meeting.
- A posting will be made on the LMT website about the open Board position.

### **Public Comment**

- Kimberly Maslanka – Kimberly works for NovaCare Rehabilitation and she shared that she and her company are willing to partner with the Library for events or volunteer opportunities.
- Marge Olson – Marge shared questions and concerns about the Library's temporary closure as well as questions about reopening the Library for full browsing.
- Julie McDonnell – Julie asked about the 2020 Library Financial Statement and usage of the revenue in excess of expenses.

Meeting adjourned at 6:30 PM.

### **ACTION ITEMS WITH DUE DATES**

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

*Respectively submitted:*  
*Therese Schweyer*

## **Library Director's Report (1/28/21)**

### **Objectives**

#### **Community Partnership**

- Programs for adults, teens and children will continue virtually
- AARP Tax Aide is in the planning stages

#### **Relevance**

- Jennifer Rodger's *Did You Know* video has been placed on Facebook and the LML website and continues to inform the community of our services
- 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
- Staff attended training with IPfone, the library's new phone system December 18

#### **Fiscal Responsibility**

- Allentown District libraries are eligible for \$33, 901.58 in CARES ACT funding to cover costs incurred from April 21 – September 30, 2020 from COVID 19, which will be divided evenly between the twelve district libraries. Updated financial policies need to be submitted
- We will be receiving \$43,315 which is the remaining 7/12 of the 2021 State Aid
- The SBA forgave the \$89,000 loan December 21
- Susan is exploring possibility of applying for third round of Payroll Check Protection Program funding
- Susan filed EITC application and E-rate Form 470
- Received \$2,000 from Fulton Bank for Youth Services programming
- Raised \$6,690 from the year-end appeal

#### **Communication and Leadership Effectiveness**

- Began the annual review process and three month review for Kathryn
- Attended Governor's Advisory Council meeting Thursday, December 3
- Attended Christi Buker's (President of PaLA) Open Forums Thursdays December 10 and January 14

## **Statistics**

- Available in *Box*

## **Programming**

- December Grab & Go Craft Kits (5) – 348
- *LML Book Club* –December 2, via Zoom, Attendance: 13
- *Books and Beyond* –December 14, via Zoom, Attendance: 5
- LML Book Club – January 6, Attendance: 18
- Books & Beyond – January 11, Attendance: 5
- January Grab & Go Craft Kits - 75