



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors
Meeting Minutes – June 24, 2021 via Zoom
DRAFT DATE – July 26, 2021

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

LML Staff Attendance: Kathee Rhode, Susan Nenstiel

Public Attendance: none

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

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

- Consent agenda including May 2021 minutes, Director's report and all committee reports (including Finance report)
- Approved meeting adjournment

Board Planning Session:

- Flood update: Lobby library opened June 3, and after temporary carpet was installed, the library opened to the public on June 23 with most services available (computers and newspaper/magazines are not yet available).
- Discussion over the library's relationship with the community center, especially since the pandemic and the flood.
- Ron Beitler updated the board on the township's plan to have an open space referendum on the ballot in the fall.
- Auditor's Report: Therese completed her annual review of the auditor's report. It was slightly different this year due the pandemic, but nothing unexpected was found. The library had \$90,280 in revenue over expenses, resulting from the PPP loan. These funds will be held in the operating account.

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

- Outdoor children's storytimes and adult craft programs are being held this summer.
- The copier lease is being reviewed.
- As an update to the director's report, Marla Moyer decided against accepting the library assistant position and will no longer be beginning training.
- A staff strategic planning session will be held next Tuesday. Mark Sullivan, District Library Consultant, will be moderating.
- Discussion of how volunteers might be effectively used to alleviate staffing issues.

Committee Chair Reports & Next Meeting Dates

Finance:

- Committee met on 6/21
- Library's finances are in good shape. The library is still losing some money from the extended fine free period. Realistically this will amount to approximately \$6,000 - \$7,000 annually.
- Investment returns from PA Invest will be minimal.
- Next meeting - TBD

Personnel:

- Committee met on 5/28
- Staff changes were discussed.
- Updates to the personnel manual continue.
- Issues around remote workers were discussed.
- Next meeting - July 16

Marketing

- Committee met on 6/16
- Plans for the reopening were discussed.
 - George expressed appreciation for the library opening announcement e-mail
- Natalie will be working on pricing for a website update.
- Next meeting - TBD

Facilities:

- Did not meet.
- Brief discussion of the library's appreciation for the township's public works department and their prompt attention to day to day issues.
- Next meeting - TBD

Friends of LML Update:

- Did not meet
- Friends did bring in volunteers to help move items for the reopening.
- Next meeting - TBD

Technology:

- Did not meet
- Natalie not present, so no discussion about technology.
- Next meeting - TBD

Nominating:

- Board candidate Layla Muth was approved on June 3.
- Next meeting - TBD

Old Business

- None

New Business

- Discussion of workforce planning (strategic staffing).
 - George expressed that he's in favor of trying to keep turnover low
 - Kathee reported that the last 2 staff members who left did so for personal reasons unrelated to the library itself, but that said, the library has had potential hires walk away due to low salary.
 - The District Consultant should be able to create a document with comparable salary information to inform this discussion.
 - Board members should e-mail Erica Wade-Elcock with their thoughts.
- A performance evaluation was not done last year for Kathee due to the pandemic, so board members are asked to send any thoughts or comments to the personnel committee for that purpose.

Public Comment

- None

Board Meeting was adjourned at 6:13 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, July 29 at 5:00 pm – location TBD

Respectively submitted:

Erica Dreabit

Library Director's Report

(6/24/21)

Objectives

Community Partnership

- Summer programming for children will be held outdoors, weather permitting. Book clubs will be held via Zoom or at an outdoor location

Relevance

- Began Lobby Library services Thursday, June 3, offering carts of new books, dvds, audio, and puzzles for checkout every Tuesday and Thursday 10am-12pm and 3-6pm
- Unlocked book drop 24/7 Thursday, June 10
- Overton Moving arrived Monday, June 14 to move shelving, furniture and parts of the collection
- Planning daily opening with access to the back half of the library and a temporary circulation desk available in the YA area. Limited seating will be available throughout the library
- Dan from 3M moved the de-sensitizers to the temporary circulation area Tuesday, June 15

Fiscal Responsibility

- Susan, Natalie and I met with Brett Andersen via Zoom Wednesday, June 9 to review the renewal of the copiers lease with Fraser Advanced Information Systems
- Susan completed the CARES reimbursement procedure, submitting the financials prior to the June 30 deadline

Communication and Leadership Effectiveness

- Presented the Performance Review Policy as the policy of the month for discussion at the June staff meeting
- Signed and submitted the Negotiated District Agreement and Budget along with a majority of the District Library Directors
- Natalie, Sarah and I interviewed three potential Library Assistants the week of June 7 and one candidate Wednesday, June 16
- Marla Moyer will begin her Library Assistant training Monday, June 28 and Jessica Licker will begin Monday, July 12
- Natalie, Adam, Lisa, and I attended B&T training via Zoom Thursday, June 10
- Will attend the grand opening of the new Parkland Community Library Tuesday, June 22
- A Staff Strategic Planning Session will be held Tuesday, June 29 from 9:30-11:00am
- Accepted resignations from Library Assistants Kathryn Van Gundy and Hailey Jack

Statistics

- Available in *Box*

Programming

- LML Book Club (*Before We Were Yours*) – June 2 via Zoom, Attendance: 19
- Great Decisions (The Role of the WHO) – June 2 via Zoom, Attendance: 15
- Great Decisions (The End of Globalization) – June 9, Attendance: 16
- Books & Beyond via Zoom – June 14, Attendance: 5

Mark Your Calendar

- Adult Summer Reading Program “Tails and Tales” June 14 – August 7