



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors
Meeting Minutes – March 25, 2021 via Zoom
APPROVED DATE – April 29, 2021

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

LML Staff Attendance: Kathee Rhode, Natalie Arnold, Susan Nenstiel, Adam Keister, Sarah Meitzler

Public Attendance: Julie McDonnell, Betsy Lees, Sallie Smith

Call to Order: The meeting was called to order by President Erica Wade-Elcock at 5:04 PM.

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

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

Board Planning Session:

- Covid-19 pandemic update: Current and upcoming library services are discussed in the Executive Director's Report below. In addition, Kathee shared that over half of the staff have had a first Covid vaccine and that the cooperative was looking at reducing quarantine time for materials.
- Erica Wade-Elcock encouraged all board members to consider serving on additional committees, or recommending them to people outside the Board.

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

- All programs continue to be virtual at this time, but children's Summer Reading programs are being planned for LMT parks, with Kalmbach Park having approved the request.
- Contactless pickup appointments continue, with computer services appointments to resume on 3/22 and browsing appointments to resume on 4/5.
- Staff requested a crisis communication plan, which Kathee will begin to work on.
- Staff also requested to review a policy at each staff meeting, which will be done, starting with personnel policies.
- Six applications were received for the library assistant open position and will be reviewed next month.

Committee Chair Reports & Next Meeting Dates

Finance:

- The audit has been completed, with the auditor finding no major problems, just noting some comments about how to list the capital campaign on financial reports. Therese will do a financial review of the statements for the auditor, and the auditor should hopefully attend the April board meeting.
- Finance committee will then work on how to handle the surplus we have for 2020 and make a recommendation to the board in April or May.
- The Library received an additional \$8852.11 from 2020 tax revenue, for a total of \$603,852.11, which exceeds the expected revenue of \$584,000.
- Next meeting - April 26 at 5:00 PM on Zoom

Personnel:

- Committee discussed feedback from staff on the Covid policy.
- Kathee is in the midst of doing staff performance evaluations.
- Next meeting - April 23 at 12:00 PM on Zoom

Marketing

- No report
- Next meeting - TBD

Facilities:

- No report
- Snow removal from emergency door was resolved, and Kathee reports that the current issue is ants. She has reported this to the township and they have sent personnel to investigate.
- Next meeting - TBD

Friends of LML Update:

- No report
- Next meeting - TBD

Technology:

- Committee did not meet, but is down one member, so new members would be appreciated, and Natalie is looking to get a meeting together sometime in the next few months.
- Next meeting - TBD

Nominating:

- A few applications have been received, and the application will stay on the Township's website through March 31.
- Committee will review them and then a nomination is planned for the April board meeting.
- Next meeting - TBD

Strategic Planning:

- Next meeting - TBD

Old Business

- Reminder to board members to complete the annual conflict of interest form, located online in the Box in the Finance Committee folder.
- Possibility of LML becoming the District Library. Kathee reported that the Parkland Board of Trustees is also considering this, but she feels that LML is better positioned to take on this role. A formal proposal was requested from Kathee about this, including financial and staffing information, for review by the board
- Township continues to be unresponsive about the lease agreement. We will continue to press them on this issue.

New Business

- None

Public Comment

- None

Meeting was adjourned at 5:47 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, April 29 at 5:00 pm on Zoom (Natalie will send a link before the meeting)

Respectively submitted:

Erica Dreabit

Library Director's Report

(3/25/21)

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
- Summer Reading programs are being planned at the LMT parks

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
- Computer services will resume Monday, March 22 and browsing appointments will begin National Library Week, April 5

Fiscal Responsibility

- Susan submitted our CARES ACT Library Plan for \$2,708.64 to the District Consultant February 16 – no action
- The library received a second Paycheck Protection Loan for \$82,000
- Erica, Dain, and Susan provided signatures at Fulton Bank March 17. QNB signatures are in place
- An additional \$8,852.11 in LMT tax revenue (total \$603,852.11) was received March 19

Communication and Leadership Effectiveness

- Provided staff the COVID 19 policy and part-time PTO update and discussed at March 10 staff meeting
- Attended the PaLA Legislative Town Hall Wednesday, March 10
- Natalie and I performed three annual staff reviews Thursday, March 18

Statistics

- Available in *Box*

Programming

- LML Book Club (*The Island of Sea Women*) – February 3 via Zoom, Attendance: 20
- Books & Beyond via Zoom – February 8, Attendance: 7
- February Grab & Go Craft Kits – 142
- Masterpiece Focus: *All Creatures Great and Small* – February 16 via Zoom, Attendance: 8
- LML Book Club (*A Long Petal of the Sea*) – March 3 via Zoom, Attendance: 18
- Books & Beyond (*The No. 1 Ladies detective Agency*) March 8 via Zoom, Attendance: 5
- NNLM Reading Club presents *Resurrection Lily* with author Amy Byer – Shainman Facebook Live Event – March 11, Attendance: 39
- March Grab & Go Craft Kits - 142

Mark Your Calendar

- National Library Week – Sunday, April 4 through Saturday April 10
- Great Decisions – Wednesdays beginning April 7 through May 26, 7-8:30
 1. Global Supply Chains and National Security
 2. Persian Gulf Security
 3. Brexit and the European Union
 4. Struggles Over the Melting Arctic
 5. China's Role in Africa
 6. The Korean Peninsula
 7. The Role of International Organizations in a Global Pandemic
 8. The End of Globalization?
- Longwood Gardens Community Read Book Discussion (*The Home Place: Memoirs of a Colored Man's Love Affair with Nature*) – Thursday, April 22 (Earth Day)