



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors
Meeting Minutes – May 27, 2021 via Zoom
APPROVED DATE – June 24, 2021

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

Board Absence: Erica Wade-Elcock

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

Public Attendance: Layla Muth, Julie McDonell

Call to Order: The meeting was called to order by Vice President President Therese Schweyer at 5:03 pm.

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

- Consent agenda including April 2021 minutes, Director's report and all committee reports (including Finance report)
- Finance committee recommendation for roller shades proposal approved (passed by majority, but non unanimous)
- Approved meeting adjournment

Board Planning Session:

- Flood update:
 - No change since affected areas were deconstructed. An estimate for reconstruction is expected in approximately one week. Claims have been filed with the library's insurance company for both property damage and liability. The township's insurance company has indicated that they may try to hold the library liable for the damage due to the paper towels in the drain. Currently the two insurance companies are working this out.
 - Susan has reached out to the township about how they can help us get services going again in some capacity until the reconstruction is complete. Kathee is planning to start a lobby library in the community center lobby starting next Thursday. It will have a limited selection of new fiction, large print materials, DVDs, etc. In the meantime, the library is offering to have patrons pick up hold materials at other libraries.

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

- The Office of Commonwealth Libraries recommends continuing to follow current Covid mitigation strategies.
- Kathee appreciated the several ideas presented during the board candidate interviews, and will be presenting several of the ideas to the staff to explore implementing some of them.

- The Guidelines to Professional Behavior will become a part of the personnel manual, which was a staff recommendation.
- Quarterly statistics were reviewed by Natalie. It was noted that comparable statistics during the past year are not apples to apples comparisons due to fluctuating service levels throughout the pandemic. RBDigitals magazines have been moved to OverDrive, accessible there and through the OverDrive app, Libby.

Committee Chair Reports & Next Meeting Dates

Finance:

- Did not meet.
- First tax revenue check of \$100,000 was received.
- Audit was received yesterday. Hard copies are available upon request.
- The library did have a \$92,000 profit last year, \$82,000 of which was the PPP loan.
- Next meeting - TBD

Personnel:

- Johanna resigned – Kathee sent her an exit interview form. A part-time staff person that Kathee had been hoping to convert to full-time has also resigned.
- Currently have feelers out to fill 2 part-time library assistant positions. Lisa has also been asked to write a job description for a youth services assistant.
- Staff reporting at the library for 50% of their current hours.
- Next meeting - May 28 at 12:00 pm on Zoom

Marketing

- Committee met on 5/25 and worked on planning something to reopen. Possible theme would be “Welcome Back...” to refresh people’s minds about various library services that are available again. Committee is working on a timeline for promoting the return – e-mails, social media posts, possible reopening events.
- Layla Muth volunteered to join the committee.
- Next meeting - TBD

Facilities:

- Unclear yet whether community center restrooms will be available to people visiting the lobby library.
- George expressed that any available good carpet could work to replace the damaged carpet, and suggests that we should put something down ASAP to get the library open as quickly as possible.
- Temporary carpet also a possibility for getting patrons back into the library.
- ECI, the contractor for the expansion, came in to do a walkthrough to resolve remaining problems. ECI did replace some damaged tiles, but since then some stains have been found on the ceiling, so there’s still a leak somewhere.
- Regrading and grass seeding have been done behind the library.
- Next meeting - TBD

Friends of LML Update:

- No report
- Next meeting - TBD

Technology:

- Did not meet, but Natalie will put together a meeting.
- Layla volunteered to join the committee.
- Next meeting - TBD

Nominating:

- Township vote on approval of board candidate Layla Muth will be on June 3.
- Next meeting - TBD

Strategic Planning:

- Next meeting - TBD

Old Business

- None

New Business

- Discussion of returning to in person board meetings. Currently the multi-purpose rooms are being used to store items that have been moved due to the flood, and the children's room is occupied by summer reading program staging. The possibility of using one of the community center meeting rooms or a meeting room at the township building was discussed.
- The idea of a bookmobile or other sort of mobile library was raised to do outreach to targeted groups (daycares, senior living centers). It might be possible to get a grant for a vehicle.

Public Comment

- Julie McDonell has some thoughts about the marketing campaign, which she will discuss with Dain.

Board Meeting was adjourned at 5:58 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, June 24 at 5:00 pm on Zoom (Natalie will send a link before the meeting)

Respectively submitted:

Erica Dreabit

Library Director's Report

(5/27/21)

Objectives

Community Partnership

- Programs for adults, teens and children will continue virtually. Great Decisions 2021 continues on Zoom. Summer programming is being planned for outdoors, weather permitting
- Participating in Great Decisions
- Flyers were distributed at the shredding event held Saturday, May 8 in the Community Center parking lot

Relevance

- LMT is considering upgrading their Wi-Fi to extend into the parking lot. No action
- Library fire extinguishers were inspected Monday, May 24
- Library remains closed due to plumbing flood beginning Monday, April 26. Damage is being assessed

Fiscal Responsibility

- The CARES ACT Library Plan for \$2,708.64 has been approved. The district consultant will follow up regarding distribution
- The LCLC directors agreed to remain fine-free till September 1
- Received \$100,000 payment from library tax revenue

Communication and Leadership Effectiveness

- Presented the Guidelines to Professional Behavior as the policy of the month for discussion at the May staff meeting
- Attended the PaLA Open Forum Friday, April 30
- Met with LCLC Directors to discuss the District budget Monday, May 3
- Attended the Governor's Advisory Council meeting Thursday, May 13
- Attended the Compass webinar "Cybersecurity Awareness Training" Thursday, May 13

Statistics

- Available in *Box*

Programming

- LML Book Club (The Book Woman of Troublesome Creek) – May 5 via Zoom, Attendance: 19
- Great Decisions (*Struggle Over the Melting Arctic*) – May 5 via Zoom, Attendance: 12
- Books & Beyond (*A Place For Us* by Fatima Farheen Mirza) via Zoom – May 10, Attendance: 3
- May Grab & Go Craft Kits – 67
- Great Decisions (*China's Role in Africa*) – May 12, Attendance: 11

Mark Your Calendar

- Great Decisions – Wednesdays beginning April 7 through June 9, 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?