



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – October 28, 2021

APPROVED DATE – December 2, 2021

Board Attendance: Erica Wade-Elcock, Therese Schweyer, Dain King, Erica Dreabit

Board Members Absent: Jennifer Rodgers, Layla Muth, George Doughty

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

Public Attendance: None

Call to Order: The meeting was called to order by President Erica Wade-Elcock at 5:01 pm.

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

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

Board Planning Session:

- Facilities ongoing issues:
 - The construction is complete, including the bathrooms
 - The circulation office carpeting was scheduled to be installed tomorrow, but hasn't arrived yet
 - A conference table and 4 chairs arrived
 - Desks are scheduled to be delivered, but chairs are not available until early December
 - The township is cleaning the ducts tomorrow
 - The library received payment from the insurance company for all the work, minus deductible and \$785.50 that was held as a chargeback because some of the work was submitted as estimates instead of invoices
- Discussion of the 2022 Budget Draft – to be voted on in December
 - Items of note:
 - Cost of copies to be reduced to 10 cents/page
 - Faxes will also be able to be sent for 10 cents
 - Salaries and wages budget is based on 12 employees
 - New software should make staff scheduling easier
 - Plan to reduce maintenance from 5x/week to 3x/week
 - Web redesign and self-checkout planned for the year, which will both have annual maintenance costs
 - Personnel committee's recommendation to raise base salary to \$12.88/hr was considered, but would have had too large an impact on the budget

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

- LML had good attendance at PaLA, with 6 attendees
- Kathee attended the CLIU Librarians Networking meeting, where she learned that the Emmaus High School librarian is unhappy with the library being used as primarily a study hall and that the district couldn't afford services like NoveList, so Kathee offered the services of LML to work with district libraries to make sure students know they can access those services through LML.
- Sherry Baublitz was hired as Youth Services assistant today and will start on Nov. 10 in a limited fashion until her schedule frees up in January, and will then work 20 hours/week.
- The library will be closed for election day.
- There will be no children's in-person programs between the holidays, but craft kits will be available.
- The library got a grant for books to give away, which will be used for storytime to go kits.
- The plan for introducing in-person indoor children's programming is to start with teens and older children first and work down to younger children.
- Quarterly statistics were reviewed by Natalie. Year over year comparisons are still hard to make due to the pandemic, but circulation is up 81% in Q3 2021 from Q3 2020. An average of 80 cards/month were issued to new patrons during Q3. In programming, adult programming increased both in number of programs and attendance compared to the same quarter last year. Children's programming shows a decrease, but this is due to the end of virtual programming in May 2021, which was tracked differently than in person programming (which also has lower attendance limits and has been subject to weather due to being held outdoors).

Committee Chair Reports & Next Meeting Dates

Finance:

- The library is in good financial shape for the year.
- The library has received approval from the Small Business Administration for both rounds of PPP funding.
- The total reimbursement received for the flood losses was \$23,491
- Next meeting – November 30 at 5:00

Personnel:

- Did not meet.
- Next meeting – 10/29 at 10:00 am

Marketing

- Did not meet.
- Next meeting - TBD

Facilities:

- Did not meet.
- Next meeting - TBD

Friends of LML Update:

- Did not meet.
- Next meeting - TBD

Technology:

- Committee met on 10/21 via Zoom
- The committee narrowed the list of possible web design companies down to four, and Natalie reached out to the three companies that we had not already been in touch with to get proposals.
- Next meeting – 11/18 at 1:00 via Zoom

Nominating:

- Nothing to report, but the committee is willing to help with succession planning.
- The idea of potentially adding a youth board member was briefly discussed.
- Next meeting - TBD

Old Business

- None

New Business

- Sarah has been working on a grant for community immunization, and she met some people at LVHN who might be interested in serving on the board.
- Therese gave a summary of the latest meeting with the liaison from the Office of Commonwealth Libraries about the problems with Allentown serving as the District Library. The Allentown Library has been instructed to provide a timeline and plan for fixing their accounting and other issues within the next few months (although no strict deadlines were set).
- Erica Wade-Elcock informed the board about an article that had appeared in the East Penn Press in which LML was negatively portrayed by the Emmaus Public Library in their report to the Macungie Borough Council. Susan prepared a draft letter to the editor in response, which has been reviewed by Jennifer Rodgers for the Marketing committee. The library will continue to try to work with local news outlets to publicize our offerings.

Public Comment

- None

Board Meeting was adjourned at 5:50 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, December 2 at 5:00 pm

*Respectively submitted:
Erica Dreabit*

Library Director's Report

(10/28/21)

Objectives

Community Partnership

- Programming for children is being held outdoors, weather permitting. Book clubs and adult programs will be held via Zoom or at an outdoor location such as Lock Ridge Park and Macungie Memorial Park

Relevance

- Natalie, Susan, Sarah, Lisa, Adam, and I attended the PaLA virtual conference held September 27 – 29
- Attended the Technology Committee meeting Thursday, October 21
- Attended the CLIU Librarians Networking meeting Thursday, October 21

Fiscal Responsibility

- Fulton Bank notified us that our Paycheck Protection program application was approved for \$82,000 and the Small Business Administration has forgiven the PPP loan
- Susan, Natalie, and I worked on the 2022 budget to present to the Finance Committee

Communication and Leadership Effectiveness

- Sarah, Natalie, and I performed Jessica's three month review Monday, October 4
- I attended the PaLA awards ceremony via Zoom Wednesday, October 13
- Lisa and I interviewed Lisa Rand for the Youth Services Assistant position Monday, October 18
- Sarah, Natalie, and I interviewed Lauren Hallameyer for the Library Assistant position Monday, October 18
- Sarah, Natalie, and I interviewed Christina Murzdeck for the Library Assistant position Wednesday, October 20
- Lisa and I interviewed Emily Macklin for the Youth Services Assistant position Monday, October 25

Statistics

- Available in *Box*

Programming

- *Alzheimer's Awareness* presented by Laurie Brey from Arden Courts via Zoom – Thursday, September 23, Attendance: 4

- *A Voice For All* Macungie Memorial Park Pavilion – Wednesday, September 29, Attendance: 3
- LML Book Club (*The Indigo Girl*) via Zoom October 6, Attendance: 18
- Books & Beyond via Zoom October 11, Attendance: 3
- *Concern Presents Foster Care & Adoption Information Night* via Zoom – Tuesday, October 19, Attendance: 6
- *A Voice For All* via Zoom – Wednesday, October 20, Attendance: 6

Mark Your Calendar

- Redistricting Reform: Why It Matters. Rich Rafferty, a Fair Districts PA, volunteer will talk about the current process for drawing legislative districts in PA and how Fair Districts PA is working to change that process to be more transparent, accountable and responsive Wednesday, October 27, 6:30-8:00 at Macungie Memorial Park Pavilion, via Zoom if inclement weather
- Library closed for Election Day Tuesday, November 2
- Wednesday November 3rd 10:30-noon LML Morning Book Club on Zoom
The Splendid and The Vile by Erik Larson will be discussed and lead by Bernadette Eickhoff
- Monday, November 8th 7-8:30PM Books & Beyond on Zoom
This is not your typical book club! This month, we will read and discuss *The Island of Sea Women* by Lisa See. The next time we will meet will be on Monday, December 13th from 7-8:30PM. We will chat about what we have read, watched, and listened to in the last month. Adults can join in on the banter about books, music, movies, TV, travel, life, and more. Please bring your ideas for future book discussions.
- Monday, November 15th 7-8:30PM *The History of Fleetwood Metal Body Company & Cadillac* on Zoom
Join us as we listen to, Autumn Jackson, Curatorial Assistant of the Boyertown Museum of Historic Vehicles talk about one of our local small town's role in the history of Cadillac.
- Monday, November 22nd 7-8:30 *A Voice For All* on Zoom
- Small Business Saturday Scavenger Hunt – more details coming soon