



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – September 30, 2021

APPROVED DATE – October 28, 2021

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

Board Members Absent: Jennifer Rodgers

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

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

Board Planning Session:

- Facilities ongoing issues:
 - Bathroom floor moldings in the staff bathroom are still not replaced, and the contractor is not committing to a time frame yet
 - The circulation office is still dusty and has contractor's equipment left behind in it
 - The township will carpet the circulation office after the carpet is selected
 - The interiors of the windows have been washed
 - The carpets will be cleaned next Thursday
 - There is a roof leak into the women's restroom
- Discussion over the cost of moving the shelves farther apart to be in ADA compliance, and whether this should be borne by the library or some other entity. The general consensus was that the responsibility for the error is with the design company that planned the furniture placement for the library expansion, and that the library should send a letter requesting compensation for these costs to the design company.

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

- PaLA was an intense, but good conference.
- In staffing changes, Jessica Licker was moved to full time, and Adrianna Hyland declined the position.
- Kathee met with Advance Cleaning, and library staff have seen some improvement in the cleaning job they are doing.

- Kathee and Susan announced that they are both planning their retirement on August 5, 2023. Kathee attended succession planning sessions at PaLA and they will work with the board to plan for this.
- Library is not yet fully staffed and hours are still reduced from pre-pandemic levels, but all library services are back in place, with some pandemic modifications such as outdoor storytimes.
- Small dollar donations are up in the wake of the library going fine-free.

Committee Chair Reports & Next Meeting Dates

Finance:

- The committee did not meet since the previous Board meeting.
- The library is still waiting for approval from the Small Business Administration for the second round of PPP funding.
- There will not be a fall book sale, so there will be no revenue this fall from that. The library is currently telling people that books will probably be accepted for donation again in 2022 for a spring book sale.

Personnel:

- Committee met on 9/24
- The committee talked about workforce planning and updates to the employee handbook, including reformatting the layout.
- Committee will be working on succession planning for Kathee and Susan's upcoming retirement.
- 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:

- Met virtually on 9/14
- Discussion was primarily about the book sale, and it was decided to postpone the fall sale.

Technology:

- Committee met on 9/16 via Zoom
- Committee is looking for a web design company to create a new website for the library, and has a list of web design companies to review, which will be narrowed down at the next meeting.

- Quarterly statistics: digital circulation has decreased for the first time in a while, possibly due to the library being open consistently for browsing, and program attendance has increased, but statistics in general are still very hard to measure against previous time periods due to the pandemic.
- Next meeting – 10/21 at 1:00 via Zoom

Nominating:

- Next meeting - TBD

Old Business

- None

New Business

- None

Public Comment

- None

Board Meeting was adjourned at 5:40 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, October 28 at 5:00 pm

*Respectively submitted:
Erica Dreabit*

Library Director's Report

(9/30/21)

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

- Jay and the crew from Overton moved all the shelving and collections back in place beginning August 25. Seating is available throughout the library. The circulation desk moved back to the original location Sept. 14. Current hours are: Monday and Wednesday 10-5, Tuesday and Thursday 10-6 and Friday and Saturday 10-3
- Don from Compass (our IT company) was on site September 1 to prepare/update the public computers for use
- Natalie, Susan, Sarah, Lisa, Adam will attend the PaLA virtual conference held September 27 - 29

Fiscal Responsibility

- Fulton Bank notified us that our Paycheck Protection program application was approved for \$82,000. We continue to wait for approval from the Small Business Administration
- Work on the 2022 budget will begin October 1

Communication and Leadership Effectiveness

- Crissy (Swavely) Croisette began her work as a full-time Library Assistant August 23. Jessica Licker moved from part-time to full-time as Library Assistant August 23. Emily Foster began her training as part-time Library Assistant August 30
- Met with Adam to discuss his job responsibilities August 25
- Attended the OCL (Office of Commonwealth Libraries) Information Exchange August 30 via Zoom
- Met with Lisa to discuss the Youth Services Assistant position August 30
- Met with Bibliotheca to discuss self-check and RFID via Zoom
- Interviewed Adrianna Hyland September 1 via Zoom
- Maria Bilinsky resigned from LML, last day September 1. Exit interview performed August 31
- Participated in the District Services Focus Group for Directors September 15
- Attended the Tech Committee meeting September 16 via Zoom
- Met with Nick Ward, Advanced Cleaning to discuss cleaning expectations September 21
- Attended the PaLA Merit winners presentation on Zoom September 22
- Met with Fraser reps to discuss copier options and our renewed contract September 23

Statistics

- Available in *Box*

Programming

- *A Voice For All* via Zoom August 24, Attendance: 7
- Chit Chat & Craft @ The Park August 25, Attendance: 14
- LML Book Club via Zoom September 1, Attendance: 14
- Books & Beyond via Zoom September 13, Attendance: 4

Mark Your Calendar

- **Concern Presents Foster Care & Adoption Information Night** via Zoom – Tuesday, October 19, 7:00-8:30pm
- **A Voice For All** at Macungie Memorial Park, Weeping Willow Pavilion – Wednesday, October 20, 6:30 – 8:00pm
- **Redistricting Reform: Why It Matters.** Terry Schettini, 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. Visit our website to register www.lowermaclib.org, October 27, 6:30 – 8:00 pm