



**LOWER MACUNGIE LIBRARY**  
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**Lower Macungie Library Board of Directors**

*Meeting Minutes – March 31, 2022*

*APPROVED DATE – April 28, 2022*

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

Board Absence: Jennifer Rodgers

LML Staff Attendance: Kathee Rhode, Natalie Arnold

Public Attendance: None

**Call to Order: The meeting was called to order by President Erica Wade-Elcock at 5:00 pm.**

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

- Consent agenda including January 2022 minutes, Director’s report, and all committee reports (including Finance report)
- Approved 2022 Board Officers:
  - President: Therese Schweyer
  - Vice President: Layla Muth
  - Treasurer: George Doughty
  - Secretary: Erica Dreabit
- Approved the Internet Safety Policy
- Approved the purchase of an RFID -checkout system
- Approved meeting adjournment

**Board Planning Session:**

- Erica Wade-Elcock announced her retirement from the board effective at the end of the meeting.
- The Board is now at its minimum number of members (5). Nominating Committee suggested that we select Nancy Latanision from the pool of candidates from last year to fill one of the two available Board positions. This suggestion was approved by those present. There was a brief discussion over whether the Lower Macungie Board of Commissioners should still have approval of Library Board candidates.
- Library committees will need more members going forward as well.
- The Internet Safety policy was reviewed and approved with the suggestion made by Erica Wade-Elcock to remove the word “excellent” from the second paragraph.

**Executive Director’s Report –** (see attached Executive Director’s Report)

- Some programming still being done over Zoom, but in person programs are also beginning for adults and children. Children’s programming is both indoors and outdoors.

- LCLC library directors met about what to do with joint funding. Some ideas were first aid/AED training for library staff or a marketing campaign for the cooperative. The Board discussed that perhaps the cooperative should have its own website.
- Personnel – Debbie Earl resigned from her Library Assistant position.
- Statistics – 2021 Year End
  - Circulation increased 19% over 2020
  - For digital materials, use of everything except Overdrive increased over 2020, including the databases.
  - eMagazines usage is up since they moved to Overdrive
  - New patrons also increased

### **Committee Chair Reports & Next Meeting Dates**

#### **Finance:**

- Did not meet.
- Next meeting – TBD

#### **Personnel:**

- Met on March 30 and did Kathee’s review.
- Next meeting – April 22 at noon

#### **Marketing**

- Did not meet.
- Next meeting – TBD

#### **Facilities:**

- Did not meet.
- George has agreed to chair the committee
- Next meeting - TBD

#### **Friends of LML Update:**

- Met on March 17. Currently taking new memberships and planning for the May 5-7 book sale. They have 79 boxes of children’s books that will be sold for 50 cents each. They will begin taking donations again after the sale.
- Community Day is also being hosted again by the township this year, scheduled for May 3 from 4:00 – 8:00.
- Next meeting - TBD

#### **Technology:**

- Did not meet.
- Progress on the new website continues, with a projected launch date of April 25.
- A children’s iPad station was installed.
- RFID self checkout proposal presented for approval by the board. Grant funding will cover \$9800 of the cost, with the remainder of approximately \$26,000 coming from reserve funds for this project.

- Next meeting – TBD

**Nominating:**

- Did not meet.
- Next meeting - TBD

**Old Business**

- Make sure that Ron Beitler is no longer copied on any e-mails since he is no longer on the township Board of Commissioners.
- Masks are now optional in the library, unless patrons are in a closed room.
- It was suggested that board meetings and committee meetings should be added to the library calendar, which Natalie will do.
- Discussion of the fees that are taken out of the library's tax revenue to help pay for the tax collection. Susan asked about this, and got a testy response from the township's director of finance, so this has stalled at the township level again.

**New Business**

- None

**Public Comment**

- None

Board Meeting was adjourned at 5:59 pm

**ACTION ITEMS WITH DUE DATES**

**Next Meeting:** Thursday, April 28, 2022 at 5:00 pm in person at the library with a Zoom option

*Respectively submitted:*

*Erica Dreabit*

# Library Director's Report

## (3/31/22)

### Objectives

#### Community Partnership

- Book clubs are being held via Zoom. March movie discussions for adults in the MPR. Build It! Block Party in the CPR. Sunny Day storytimes will be held on the front lawn beginning in April
- AARP Tax-Aide volunteers will prepare tax returns at LML Thursday afternoons beginning February 10 through April 14. 145 returns have been prepared thus far
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, March 7
- Attended the monthly meeting of the LM Garden Club Wednesday, March 9

#### Relevance

- Closed Saturday, March 12 for snow and extreme wind
- Evening hours on Monday at 8:00pm began Monday, March 14
- Attended the Friends of LML business meeting Saturday, March 19

#### Fiscal Responsibility

- Approved for \$9,758 in CARES Allocation funding to support the cost of self-check/RFID
- The 2021 audit is finished and under review by Therese
- Received \$11,700 payment from LMT, final payment

#### Communication and Leadership Effectiveness

- Interviewed candidates for Library Assistant in February and March
- Natalie and I attended a meeting of the LCLC Directors/District via Zoom Monday, March 28
- I attended the Governor's Advisory Council meeting via Zoom Thursday, February 10
- Debbie Earl began her Library Assistant training Monday, February 14
- Completed the 2021 Annual Report for District Consultant review
- Sarah, Natalie and I met with Crissy Croisette to discuss the details of her Capstone Project Wednesday, March 16
- Attended the Legislative Information Town Hall Tuesday, March 22

#### Statistics

- Available in *Box*

#### Programming

- Books and Beyond via Zoom Monday, February 14, 7:00 – 9:00pm, Attendance: 6
- *A Voice For All* via Zoom Monday, February 21, 7:00 – 8:30pm, Attendance: 7
- LML Morning Book Club (*The Curious Charms of Arthur Pepper*) via Zoom Wednesday, March 2, Attendance: 19
- *Harriet* movie and discussion in the MPR Tuesday, March 8, 10:30 – 1:00, Attendance: 6
- Books and Beyond (*Rebecca* by Du Maurier) via Zoom Monday, March 14, 7:00 – 9:00pm, Attendance: 9
- Longwood Gardens Community Read Book Discussion (*The Songs of Trees*) via Zoom Thursday, March 17, 7:00 – 8:30pm, Attendance: 9
- *A Voice For All* via Zoom Monday, March 21, 7:00 – 8:30pm, Attendance: 5

### Mark Your Calendar

- *Healthy Bites: Nutrition 101 Cooking Class* via Zoom Wednesday, March 30, 7:00 – 8:30pm
- *Connect With Your Library Photo Contest* during National Library Week beginning Monday, April 4
- *Reflections on Spectacle Pond Poetry Reading & Meditative Nature Discussion* via Zoom Monday, April 4, 7:00 – 8:30pm
- *Trees Living Apart From Humans: A Community Read Conversation* via Zoom Thursday, April 14, 6:30 – 7:30pm
- *Trees Living in Cities: A Community Read Conversation* via Zoom Thursday, April 21, 6:30 – 7:30pm
- *Chit Chat & Craft at LML: The Songs of Trees Silhouette Art*, Monday, April 25, 5:30 – 7:30pm
- Great Decisions begins Wednesday, April 6, 6:30-8:30pm via Zoom
- Library closed for Spring Holiday, Friday, April 15 and Saturday, April 16
- Friends of LML Spring Book Sale Thursday, March 5 – Saturday May 7. Member Preview Night 5/5, 5:00 – 7:30. Friday and Saturday 10:00 – 4:30pm. Bag Sale begins at 2:30