



**Lower Macungie Library Board of Directors**  
*Meeting Minutes – April 28, 2022*  
*DRAFT DATE – May 22, 2022*

Board Attendance: Therese Schweyer, Erica Dreabit, Layla Muth, George Doughty, Jennifer Rodgers  
Board Absence: Nancy Latanision  
LML Staff Attendance: Kathee Rhode, Natalie Arnold, Susan Nenstiel  
Public Attendance: None

**Call to Order: The meeting was called to order by President Therese Schweyer at 5:05 pm.**

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

- Consent agenda including March 2022 minutes, Director's report, and all committee reports (including Finance report)
- Approved Finance Committee recommendation for changes to the signature requirements for checks. Authorized signers are now the Executive Director and Assistant Director. The two-signature requirement for checks over \$500 is also eliminated.
- Approved meeting adjournment

**Board Planning Session:**

- Brief summary of April 14 Board Executive Session meeting about library closures and personnel issues.
  - Kathee is working toward hiring more part-time staff rather than full-time, so there are more people to call on when people call off for a shift.

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

- AARP did 194 tax returns this year.
- Library will be closed May 24 for the First Aid/AED training and customer service training.
- Susan Nenstiel will be moving to a part-time status, effective 5/1/2022, keeping her function as Finance Manager. The library will look to hire a part-time marketing staff member to take over that function. Susan is also no longer planning to retire next summer, but will stay on part-time.
- Statistics review
  - Year-over-year comparisons are still difficult due to the pandemic and flood, but overall physical circulation in Q1 2022 is up 72% from Q1 2021. In digital collections, OverDrive saw a 13% decrease, Hoopla saw a 10% decrease, but OverDrive magazines saw a 46% increase. Adult programming increased in terms of programs offered (up 67%) and attendees (15%). Children's programming decreased, but Q1 2022 is when

children's programming began to switch from virtual to in-person, so comparisons are difficult.

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

#### **Finance:**

- Met on April 25
- The library was informed by the township that they had been billing the library incorrectly for gas usage, charging only for the transmission portion of the bill, not the gas itself. As a result, the library has a gas bill of \$5400 for January – March (the library pays 25% of the gas bill for the entire building).
- Discussion of and vote on the committee's recommendation for changes to the approval and signing of checks. Authorized signers are now the Executive Director and Assistant Director. The two-signature requirement for checks over \$500 is also eliminated. The recommendation was approved by the board.
- Therese has completed her review of the audit.
- George is speaking with an attorney about whether the township can continue to withhold \$20,000/yr in library tax revenue to help cover the cost of the tax collection.
- Overview of recent EITC funds received from Embassy Bank, QNB, Fulton Bank, and Weis Markets for youth services.
- Next meeting – May 23 at 5:00 pm

#### **Personnel:**

- Met on April 22
- Will be putting together goals for Kathee and meeting with staff member regarding the issues that led to the Saturday library closure.
- Next meeting – May 20 at noon

#### **Marketing**

- Did not meet.
- Library staff will prepare an e-mail about the new website.
- Next meeting – TBD

#### **Facilities:**

- Did not meet.
- A new toilet and door handle have been installed in the women's staff restroom.
- The roof has been fixed to solve the leak in the women's public restroom.
- Recognition plaques are up in the children's room and main library.
- Locks need to be rekeyed so that one master key can be used rather than separate keys for all the rooms in the library.
- Emergency manual issue is still outstanding for the entire building.
- Next meeting - TBD

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

- Preparing for spring book sale.

- Next meeting – May 21 at 10:00 am.

**Technology:**

- Did not meet.
- New website was launched on schedule on April 25.
  - Web design went smoothly and staff are doing training on WordPress, which is going well.
  - Discussion of a staff page for the website. E-mail addresses should be embedded if available to avoid being grabbed by spam bots.
- Staff will be trained on 5/12 on the RFID tagging and transition process. There are 67,000 items to be tagged.
- Next meeting – TBD

**Nominating:**

- Did not meet.
- No responses to the board opening yet. Good backgrounds for a new member would be HR, marketing, or legal.
- Next meeting - TBD

**Old Business**

- None
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**New Business**

- None
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**Public Comment**

- None

Board Meeting was adjourned at 6:17 pm

**ACTION ITEMS WITH DUE DATES**

**Next Meeting:** Thursday, May 26 at 5:00 pm

*Respectively submitted:  
Erica Dreabit*

# Library Director's Report

(4/28/22)

## Objectives

### Community Partnership

- Book clubs are being held via Zoom. Sunny Day story times on the front lawn began in April
- AARP Tax-Aide volunteers completed the tax season Thursday, April 7. 194 returns were prepared this tax season. End of tax season meeting of volunteers was held Wednesday, April 20
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, April 11

### Relevance

- Evening hours extended on Mondays to 8:00pm began Monday, March 14. Tuesday, Wednesday, and Thursday evening hours till 8:00 is scheduled to begin Monday, May 16
- Due to lack of staffing, library closed Wednesday, April 6 at 4:00 (one hour early) and all day Saturday, April 9
- Toilet replaced in women's staff rest room Thursday, April 21
- Library is closed Tuesday, May 24 for staff CPR/AED training
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### Fiscal Responsibility

- Received \$2500 from QNB through EITC Tuesday, April 19 and \$5,000 from Embassy Bank Friday, April 22
- Signed the quote from Bibliotheca for self-check and RFID project

### Communication and Leadership Effectiveness

- Interviewed candidates for Library Assistant in March and April
- Natalie and I attended a meeting of the LCLC Directors/District via Zoom Monday, March 28
- Joined staff at LibStaffer training Wednesday, March 30
- Attended LML website overview meeting Tuesday, March 29, Monday, April 4, and Thursday April 14. Launch scheduled for Monday, April 25
- RFID project kickoff call Thursday, April 14
- I attended the Governor's Advisory Council meeting via Zoom Friday, April 22
- Shante Morrison begins her Library Assistant training Monday, April 25
- Hailey Jack will be a summer Library Assistant beginning Monday, May 16

### Statistics

- Available in *Box*

### Programming

- Books and Beyond (*Rebecca* by Du Maurier) via Zoom Monday, March 14, 7:00 – 9:00pm, Attendance: 9
- *Reflections on Spectacle Pond Poetry Reading & Meditative Nature Discussion* via Zoom Monday, April 4, 7:00 – 8:30pm, Attendance: 5
- LML Morning Book Club (*The Lost Girls of Devon*), Wednesday, April 6, Attendance: 14
- Great Decisions: Changing Demographics, Wednesday, April 6, Attendance: 11
- Books and Beyond via Zoom Monday, April 11, 7:00 – 9:00pm, Attendance: 5
- Great Decisions: Outer Space, Wednesday, April 13, Attendance: 13
- A Voice For All to discuss *The Public* film and individuals experiencing homelessness via Zoom, Monday, April 18, 7:00 – 8:30pm, Attendance: 5
- Great Decisions: Climate Change, Wednesday, April 20, Attendance: 12

### Mark Your Calendar

- *Connect With Your Library Photo Contest* during National Library Week beginning Monday, April 4 until Friday, April 22
- *Chit Chat & Craft at LML: The Songs of Trees Silhouette Art*, Monday, April 25, 5:30 – 7:30pm
- Great Decisions continues Wednesdays through June 1 6:30-8:30pm via Zoom
- Friends of LML Spring Book Sale Thursday, May 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 Saturday, May 7
- The Friends of LML will hold their business meeting Saturday, May 21 at 10:00am
- Monday, May 23<sup>rd</sup> 6:30-8:00pm Tree Talk & Walk @ Kalmbach Park  
Inspired by the Longwood Gardens Community Read book, *The Songs of Trees* by David Haskell, Lower Macungie Library is partnering with Kalmbach Memorial Park Administrators Mike and Denise Brosky to offer a guided nature walk through Kalmbach Memorial Park. Throughout the walk, the Broskys will be identifying the various tree species along with the history of the park. You don't want to miss catching a glimpse of the now rare American Chestnut and learn why these trees are almost extinct. Light refreshments will be provided. Registration is required.
- Library is closed for the Memorial Day holiday Saturday, May 28 and Monday, May 30
- We are bringing back passive programming in May, which includes puzzles, games, and coloring sheets.