



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

*Meeting Minutes – May 26, 2022*

*APPROVED DATE – July 28, 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 5:03 pm.**

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

- Consent agenda including April 2022 minutes, Director's report, and all committee reports (including Finance report)
- Approved meeting adjournment

**Board Planning Session:**

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

- In addition to the book clubs being held by Zoom, an in-person book club at Premise Maid was also planned.
- The summer reading program will have a kickoff with a beach party theme on June 18.
- The library has begun taking notary appointments and had the first one on May 25.
- Christian Sammartino has been hired as a marketing assistant (half-time position), to start June 6.
- A new library assistant will be hired very soon.
- May 11 meeting with the community center staff was productive. All agreed on improving communication between the library and the community center, and the relationship has begun to feel better. The community center had some concerns about the Cooperative van driver's arrival that are being addressed.
- District Negotiation Agreement with the District Directors (attended by Kathee and Natalie on May 19):
  - The Allentown Public Library will no longer be providing funding for expired and high-demand titles in Overdrive – this will now be the responsibility of the Cooperative libraries.
- Database usage was reviewed, and the District will be dropping Rosetta Stone and Law Depot from the databases offered.

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

### **Finance:**

- Met on May 23.
- The library has not yet received any tax revenue this year.
- The auditor's report was distributed. The report was clean, with no comments.
- Cybersecurity insurance will be purchased.
- Kathee and Natalie have taken care of getting their check-signing abilities at Embassy Bank. QNB and Fulton are underway.
- George raised the question of whether we should consider a \$2/hr raise for any employees who are currently making \$11/hr. The cost for this would be approximately \$4,000 for 6 months.
- Next meeting – July 25 at 5:00 pm

### **Personnel:**

- Met on May 20
- Nancy Latanision joined the committee.
- Reviewed some policies and worked on reviewing and editing the employment handbook.
- Next meeting – June 16 at noon

### **Marketing**

- Did not meet.
- Next meeting – TBD

### **Facilities:**

- Did not meet.
- Township is looking into a fob system for door locks, so the rekeying of the library's locks is on hold for now.
- The toilet handle was fixed to be ADA compliant.
- Next meeting - TBD

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

- Met on May 21.
- Current membership is 61 people.
- Donations for the fall book sale will begin on Sep. 6 and be accepted until Oct. 15.
- The Friends of LML have sponsored the website upgrade, as well as some funds for ongoing maintenance of the site (\$7500 total).
- Next meeting – September 17 at 10:00.

### **Technology:**

- Did not meet.
- RFID training has been done, and Natalie and her team are putting together a workflow/schedule for getting the project done.

- The new website and its book carousel function was featured in the newsletter for SPARK (SPARK is the library's ILS).
- Next meeting – TBD

**Nominating:**

- Did not meet.
- Still looking for a new board member, hopefully someone with a legal background.
- Next meeting - TBD

**Old Business**

- None
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**New Business**

- None

**Public Comment**

- None

Board Meeting was adjourned at 6:06 pm

**ACTION ITEMS WITH DUE DATES**

**Next Meeting:** Thursday, July 28 at 5:00 pm

*Respectively submitted:*

*Erica Dreabit*

# Library Director's Report

(5/26/22)

## Objectives

### Community Partnership

- Book clubs are being held via Zoom. Summer Reading begins in June
- Susan, the Friends president, and I manned the LML table at Community Day Tuesday, May 3
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, May 9

### Relevance

- Evening hours extended on Wednesdays to 8:00pm began May 18
- Library is closed Tuesday, May 24 for staff CPR/AED training
- Participated in RFID training with the entire staff Thursday, May 12

### Fiscal Responsibility

- The Friends of LML spring book sale profits were approximately \$6,000
- Considering the purchase of Cyber Security Insurance based on Compass' (our IT) recommendation at a cost of \$1,865

### Communication and Leadership Effectiveness

- Interviewing candidates for Library Assistant and Marketing Communications Specialist
- Shante Morrison began her Library Assistant training Monday, April 25 and resigned Friday, April 29
- Lisa, Sarah, George and I met with LMT CC staff Denise and Bob Wednesday, May 11
- Met with Sarah, Crissy, Therese, and David Thursday, May 12
- Participated with the entire staff at RFID training Thursday, May 12
- Natalie and I met with the District Directors via Zoom Friday, May 13
- Hailey Jack began as a summer Library Assistant beginning Monday, May 16
- Natalie and I participated in the District Negotiation Agreement discussion with District Directors Thursday, May 19

### Statistics

- Available in *Box*

### Programming

- *Chit Chat & Craft at LML: The Songs of Trees Silhouette Art*, Monday, April 25, 5:30 – 7:30pm, Attendance: 5
- Great Decisions: Russia and the U.S., Wednesday, April 27, Attendance: 13

- LML Morning Book Club (*A Good Neighborhood*), Wednesday, May 4, Attendance: 14
- Great Decisions: Myanmar & ASEAN, May 4, Attendance: 11
- Books and Beyond (*Sunflower Sisters* via Zoom Monday, May 9, 7:00 – 9:00pm, Attendance: 4
- Great Decisions: Quad Alliance, Wednesday, May 11, Attendance: 14
- A Voice For All Mental Health Awareness Month: Anxiety via Zoom, Monday, April 18, 7:00 – 8:30pm, Attendance: 6
- Chit Chat & Craft at LML: Nature journal, Monday, May 16, Attendance: 6
- Great Decisions: Drug Policy in Latin America, Wednesday, May 28, Attendance: 13

## Mark Your Calendar

- Great Decisions continues Wednesdays through June 1 6:30-8:30pm via Zoom
- 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.
- Yiddish Book discussions (received Humanities grant) begin Monday, June 20 @ 6:30