



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – July 28, 2022

FINAL DATE – September 27, 2022

Board Attendance: Therese Schweyer, Erica Dreabit, Layla Muth, George Doughty, Jennifer Rodgers, Nancy Latanision

Board Absence: none

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 5:01 pm.

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

- Consent agenda including May 2022 minutes, Director's report, and all committee reports (including Finance report).
- Approved the recommendation of the finance committee to increase all library assistant wages to \$13.00/hour.
- Approved the recommendation of the Finance committee to transfer \$25,000 to the Operating Reserve from the General Fund.
- Approved meeting adjournment.

Board Planning Session:

- Brief discussion of staff wage increases being discussed by the Finance Committee for next year.
 - Scenario 1: increase all wages based on the increase in base library assistant pay from \$11 to \$13 per hour. This is a 19% increase, and to extend it to everyone would put salary costs far over budget.
 - Scenario 2: Use the projected Social Security COLA increase of 8% to increase the salaries of staff not affected by the recent approval of the \$13/hr library assistant base wage. The Finance committee hasn't voted on this, but it is under consideration for next year.

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

- Summer programming is underway.
- The entire library staff that were employed as of the CPR/First Aid class have been certified.
- Patrons continue to use the notary service – four more appointments were held in June.
- In addition to the new staff mentioned in the report, David Curet began library assistant training on 7/26 and Katie Milliren will begin library assistant training on 8/8.
- A new library assistant will be hired very soon.

- In addition to the program attendance numbers noted in the report, the 7/23 Spa Day had 6 attendees, the 7/25 Building Bridges program had 10 attendees, and the 7/27 Chit-Chat Craft had 9 attendees.
- Statistics review:
 - Year over year statistics are still skewed due to the flood last year.
 - 107 new cards created in 2022 Q2, up from 80 new cards in 2021 Q2.
 - Website usage has increased 17% over last year.
 - Outdoor children's storytimes are seeing attendance of 50-100 people.

Committee Chair Reports & Next Meeting Dates

Finance:

- Met on July 25.
- Self-check expenses are approximately \$20,000 to date. Only a small percentage of the collection has been tagged so far, but staff and some volunteers continue to make headway.
- Nothing unusual was noted during the 6-month finance review. All costs/revenues except the known issue of the gas bill were close to what was budgeted.
- \$470,000 in tax revenue was received from the township in July.
- Next meeting – August 22 at 5:00.

Personnel:

- Met on June 16.
- Continued work on the employment handbook. David Elcock got everything compiled today for review by the committee.
- Next meeting – August 11 at noon.

Marketing

- Jennifer met with Christian for a brainstorming session. The rest of the committee will meet Christian at the next meeting.
- Next meeting – August 23 at 5:30 on Zoom.

Facilities:

- Did not meet.
- Haven't heard from the township about the rekeying/possible fob system yet.
- The township's insurance company's lawyer contacted LML about the flood damage supposedly being caused by throwing paper towels into the toilet. This was forwarded to LML's insurance company.
- Next meeting - TBD

Friends of LML Update:

- Did not meet.
- Donations for the fall book sale will begin on Sep. 6 and be accepted until Oct. 15.
- Next meeting – September 17 at 10:00 am.

Technology:

- Did not meet.
- RFID project continues (see Finance notes above).
- Next meeting – TBD

Nominating:

- Did not meet.
- Still looking for a new board member. Some leads are being pursued for a member 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 5:42 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, August 25 at 5:00 pm

Respectively submitted:

Erica Dreabit

Library Director's Report

(7/28/22)

Objectives

Community Partnership

- Book clubs are being held via Zoom and in-house. Summer Reading Club ends August 6
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, June 6
- Participated in the special Great Decisions program "Climate Change" Wednesday, July 6

Relevance

- Library was closed Tuesday, May 24 for staff CPR/AED training with 30 participants from LCLC libraries (LML hosted)
- RFID training was held in the library May 12. A business meeting was held June 8 (with a pizza lunch). Tagging began Friday, June 10
- Jen completed seven notary appointments in June
- Adam and Natalie attended the virtual Evergreen International Conference June 14 through June 16
- Expanded Wednesday hours until 8:00pm beginning June 15

Fiscal Responsibility

- Natalie and I completed paperwork at Fulton Bank to sign checks Thursday, June 9
- Capital Blue Cross donated \$5,000 on June 13 through the EITC program to support youth services in the library
- Received \$450,000 in tax revenue from LMT on July 11
- Susan completed a six-month review of actual vs. budget on July 15
- Submitted ARP-IMLS self-check (workstations and tags) grant request for \$9,688 reimbursement on July 20

Communication and Leadership Effectiveness

- Continuing to interview candidates for Library Assistant
- Lisa and I hosted a site visit from Linda Braun, OCL Youth Services Envisioning Team on Thursday, May 19
- Nicole Schwartz began her Library Assistant training Tuesday, May 31
- Natalie Kita began her Library Assistant training Monday, June 13
- Christian Sammartino began his work as the Marketing/Communications Specialist Monday, June 13
- Jessica Licker left her position as Library Assistant to pursue her MLS. Her last day was July 6. Exit interview performed June 21
- Adam Keister left his position June 24. Exit interview performed June 23
- Faith Chervils began her Library Assistant training Monday, July 11

Statistics

- Available in *Box*

Programming

- Tree Talk & Walk @ Kalmbach Park inspired by the Longwood Gardens Community Read book, *The Songs of Trees* by David Haskell, Monday, May 23, Attendance: 20
- Great Decisions: Industrial Policy, Wednesday, May 25, Attendance: 11
- LML Morning Book Club (*Founding Mothers*), Wednesday, June 1, Attendance: 16
- Great Decisions: Biden's Agenda, June 1, Attendance: 14
- Books and Beyond at Premise Maid Monday, June 13, 7:00 – 9:00pm, Attendance: 4
- Chit Chat & Craft at LML: Pastels Under the Sea, Wednesday, June 15, Attendance: 7
- Coming to America Reading Group: *Motl*, Monday, June 20, Attendance: 13
- Chit Chat & Craft at LML: Seashell Seascapes, Wednesday, June 22, Attendance: 11
- Chit Chat & Craft at LML: Lighthouse Painting Party, Wednesday, June 29, Attendance: 6
- LML Morning Book Club (*The Music of Bees*), Wednesday, July 6, Attendance: 18
- Great Decisions: Climate Change, Wednesday, July 6, Attendance: 13
- Coming to America Reading Group: *Enemies: A Love Story*, Monday, July 18, Attendance: 15
- Chit Chat & Craft at LML: River Rock Painting, Wednesday, July 20, Attendance: 6
- June Coloring Passive program, Attendance: 33
- June Puzzle Passive program, Attendance: 7

Mark Your Calendar

- Spa Day at the Library, Saturday, July 23, 1:00–3:00 pm
- Building Bridges: An Introduction to Judaism, Monday, July 25, 6:30-8:00pm
- Chit Chat & Craft at LML: Seashell Mosaic Trivet, Wednesday, July 27, 6:30-8:00pm
- LML Morning Book Club (*The Personal Librarian*), Wednesday, August 3, 10:30am-12:00pm
- Books and Beyond at Batch Micro Creamery, Monday, August 8, 7:00-8:30pm
- Coming to America Reading Group: *A Jewish Refugee in New York*, Monday, August 15, 6:30-8:00pm
- Library is closed Saturday, September 3 and Monday, September 5
- The Friends of LML will begin accepting donations for the November Book Sale on Tuesday, September 6