



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – August 25, 2022

APPROVED DATE – September 29, 2022

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

Board Absence: Nancy Latanision

LML Staff Attendance: Kathee Rhode, Susan Nenstiel, Lisa Underwood

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 July 2022 minutes, Director's report, and all committee reports (including Finance report).
- Approved the following recommendation of the Finance committee:
 - Since adequate controls are in place to protect library funds, the Finance committee recommends that the treasurer's bond amount required is zero, thus no bond is required.
- Approved meeting adjournment.

Board Planning Session:

- Discussion of tax collection expenses being subtracted from library tax revenue by the township. This situation is ongoing. Susan recently spoke with Bruce about this issue again, but with no resolution. George, as Board Treasurer, will write a letter to the township about this issue.
- Discussion of a letter received by the library from the township's lawyers wanting the library to pay \$87,000 to cover flood expenses. The letter misidentified both the location and cause of the flood.
- Brief discussion of the updates to the employee handbook, a process that is still underway, but the committee hopes to have completed soon.

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

- Report from Lisa about the summer reading program:
 - There were 509 registered participants in the age 2 – 5th grade category, which is an increase above pre-covid registration levels. Of these, 319 actively participated, which is also an increase over pre-covid. Teen participation was 80 teens. A total of 43 summer programs were attended by 1,565 participants. 7 grab-and-go kits types were distributed, for a total of 375 individual kits. The number of programs isn't quite back up to pre-pandemic levels, but it's still well up from the past two difficult summers,

and feedback from families has been very positive. A robust fall programming schedule is planned. Lower enrollment caps are still in place for indoor programs, in part due to increased numbers of parent who stay with their children for the programs, limiting the available space.

- Kathee and Natalie attended the District Library Directors meeting
 - Kathee's plan for the purchase of 4 cellular hotspots per library to be available to loan to patrons was approved. The cost of the hotspots is being covered by the District. Loan policies will be developed later.
 - More funds will be spent on marketing.
 - Museum pass loan programs will be expanded.
 - A "first library card" program for children under 5 was discussed.
- New candidates for library assistant positions continue to be interviewed.
- State representative Ryan MacKenzie came to the library with a videographer to film a segment about the library for his website and Service Electric television show.

Committee Chair Reports & Next Meeting Dates

Finance:

- Met on August 22.
- Expenses and revenue are on track for the year.
- Next meeting – September 20 at 5:00.

Personnel:

- Met on August 11.
- Continued work on the employment handbook.
- Next meeting – September 20 at noon.

Marketing

- Met on August 23.
- Committee was introduced to and got updates from the new marketing director, Christian Sammartino.
 - Inactive social media outlets are being revived
 - The look and feel of the e-mail newsletter are being updated
 - Printed materials such as brochures, new patron info, etc., are also being updated
 - Discussed doing a coffee/donut open house with the Board on a Saturday morning
- Christian will also be working on a concise newspaper ad about Board meeting times because a paid ad in a local paper is required by law.
- Next meeting – TBD

Facilities:

- Did not meet.
- No updates.
- 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, using both staff and volunteers.
- Next meeting – TBD

Nominating:

- Did not meet.
- A couple of potential members with legal backgrounds have been contacted and Therese is hoping to hear back.
- Next meeting - TBD

Old Business

- Brief discussion of the lack of a formal agreement with the township regarding use of the building, but there is no new progress on this.

New Business

- Library bylaws should be reviewed, as this has not been done since 2008. Susan started working on this last summer. It was decided that a temporary committee should be established for this purpose.

Public Comment

- None

Board Meeting was adjourned at 5:42 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, September 29 at 5:00 pm

*Respectively submitted:
Erica Dreabit*

Library Director's Report

(8/25/22)

Objectives

Community Partnership

- Book clubs are being held via Zoom and off-site. Summer Reading Club ended August 6
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, August 8
- Attended the Coming to America Reading Group to discuss *A Jewish Refugee in New York*, Monday, August 15

Relevance

- Natalie and I attended the "Right to Know Law for Public Library Directors" webinar Tuesday, August 2
- Natalie and I attended the "Creating and Maintaining Legally Compliant Job Descriptions" webinar Tuesday, August 9
- Jen completed five notary appointments in July
- Expanding evening open hours to include Monday, Tuesday, and Thursday until 8:00pm and changing Wednesday to close at 5:00pm beginning after Labor Day weekend

Fiscal Responsibility

- Received \$65,000 in tax revenue from LMT on Friday, August 19

Communication and Leadership Effectiveness

- Continuing to interview candidates for Library Assistant
- David Curet began his Library Assistant training Tuesday, July 26
- Re-posted the FT Cataloger/Reference position
- Natalie and I registered for the PaLA fall conference to be held at the Harrisburg Hilton, Sunday, October 16 – Wednesday, October 19

Statistics

- Available in *Box*

Programming

- Spa Day at the Library, Saturday, July 23, Attendance: 6
- Building Bridges: An Introduction to Judaism, Monday July 25, Attendance: 10
- Chit Chat & Craft at LML: Seashell Mosaic Trivet, Wednesday, July 27, Attendance: 9
- Chit Chat & Craft at LML: Boardwalk Stenciled Sign, Tuesday, August 2, Attendance: 11
- LML Morning Book Club (*The Personal Librarian*), Wednesday, August 3, Attendance: 17
- Books and Beyond at Batch Micro-Creamery, Monday, August 8, Attendance: 6

- Coming to America Reading Group: *A Jewish Refugee in New York*, Monday, August 15, Attendance: 15
- July Coloring Passive program, Attendance: 60

Mark Your Calendar

- The library is closed for the Labor Day holiday Saturday, September 3 and Monday, September 5
- The Friends of LML will begin accepting donations for the November Book Sale on Tuesday, September 6 until Saturday, October 15
- The LML Morning Book Club will meet virtually Wednesday, September 7, 10:30am to 12:00pm to discuss *The Women in Black* by Madeleine St. John
- The Friends of LML will meet in the library Saturday, September 17 at 10:00am
- Banned Book Week is Sunday, September 18- 24
- Coming to America Reading Group: *A Book of Unknown Americans*, Monday, September 19, 6:30 – 8:00pm