



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – September 29, 2022

APPROVED DATE – October 27, 2022

Board Attendance: Therese Schweyer, Erica Dreabit, Jennifer Rodgers, Nancy Latanision

Board Absence: Layla Muth, George Doughty

LML Staff Attendance: Kathee Rhode, Susan Nenstiel, Natalie Arnold

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 August 2022 minutes, Director's report, and all committee reports (including Finance report).
- Approved meeting adjournment.

Board Planning Session:

- Discussion of tax collection expenses being subtracted from library tax revenue by the township. George met with Kathee and Susan and they decided that it was more important to get an agreement about the use of the library's facilities in place with the township than to press the tax revenue issue first, so the tax issue will be worked in as part of the facilities negotiations.
- There is no further word about the letter received by the library from the township's lawyers wanting the library to pay \$87,000 to cover flood expenses.
- Work on the employee handbook is still underway.

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

- The library continues to do more in-person programming
- The 4 hotspots obtained with District Library funds will be arriving in about a month.
- Kathee and Natalie attended a variety of webinars.
- The library's plan for the use of state aid for 2023 was submitted to the Office of Commonwealth Libraries. There is an increase in state aid this year from \$72,272 in the previous year to \$87,074 this year.

Committee Chair Reports & Next Meeting Dates

Finance:

- Did not meet.

- A grant in the amount of \$9688 for the RFID project came in.
- Next meeting – TBD

Personnel:

- Met on September 20.
- Continued work on the employment handbook.
- Next meeting – October 7 at 10:00 am on Zoom

Marketing

- Did not meet.
- Next meeting – 10/25 at 5:30 pm on Zoom

Facilities:

- Did not meet.
- Township does have a new staff person who might be able to make progress on the emergency manual.
- Next meeting - TBD

Friends of LML Update:

- Met on September 17.
- Officers remain the same with the exception of Jackie Leipert as the new secretary. A new Vice President is still needed.
- Voted to give \$100 to the PaLA for snacks at the conference.
- Susan is working on a survey to explore other possible opportunities for the Friends. The survey will go out on the library's e-blast newsletter.
- Donations for the fall book sale will be accepted until Oct. 15.
- Next meeting – October 15 at 10:00 am.

Technology:

- Did not meet.
- RFID project continues, using both staff and volunteers.
- Next meeting – TBD

Nominating:

- Did not meet.
- There was no response from potential candidates with a legal background.
- Brief discussion about the idea of including information about open board positions on the library's Facebook page and in the newsletter.
- Next meeting - TBD

Old Business

- Discussion of the need to revise the Board's bylaws. The first meeting of a temporary committee to do this was scheduled for Oct. 7 at 2:30 on Zoom.

New Business

- Natalie and Kathee will be attending the PALA conference from Oct. 16-19.
- Board members agreed to move the start time for future board meetings to 5:15 pm instead of 5:00 pm.

Public Comment

- None

Board Meeting was adjourned at 5:42 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, October 27 at 5:15 pm

Respectively submitted:

Erica Dreabit

Library Director's Report

(9/29/22)

Objectives

Community Partnership

- Book clubs are being held via Zoom and off-site.
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, September 12
- Promoted library programming at the LMT Garden Club meeting Wednesday, September 14
- Attended the Coming to America Reading Group to discuss *A Book of Unknown Americans*, Monday, September 19
- Celebrated National Voters Registration Day (September 20) with a library display of books and information during September

Relevance

- Natalie and I attended the District Directors meeting Monday, August 22 to discuss the distribution of District funds
- Ryan Mackenzie brought a film crew to the library to showcase the library as a highlight of LMT services Tuesday, August 23
- Jen completed four notary appointments in September
- Changing open hours to include Monday and Thursday 10-8, Tuesday, Wednesday, Friday, and Saturday 10-5 beginning in October

Fiscal Responsibility

- Received the \$9,688 RFID grant money Monday, September 26

Communication and Leadership Effectiveness

- Continuing to interview candidates for Library Assistant
- Performed an exit interview with former Library Assistant Nicole Schwartz Monday, August 29
- Re-posted the FT Cataloger/Reference position
- Elizabeth Kilian began her Library Assistant training Monday, September 19
- Conducted an exit interview with Chrissy Croisette Thursday, September 22
- Natalie and I attended "Employee Handbooks: Write Yours Live With an Employment Lawyer" Tuesday, August 30
- Natalie and I attended the webinar "Me Difficult? Nah, They're Difficult!" Wednesday, September 7
- Natalie and I attended a LV PaLA virtual workshop "Make It Memorable: Communication Between Library Leadership and Staff" Friday, September 9
- Attended a state aid waiver information session for independent library directors Friday, September 23

- 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

- LML Morning Book Club (*The Women in Black*), Wednesday, September 7, Attendance: 14
- Books and Beyond, Monday, September 12 to discuss *Foundation* by Asimov Attendance: 8
- *Bee All You Can Bee* at Kalmbach Memorial Park, Wednesday, September 14, Attendance: 38
- Coming to America Reading Group: *The Book of Unknown Americans*, Monday, September 19, Attendance: 10
- August Coloring Passive program, Attendance: 109
- August Puzzle Passive program, Attendance: 12

Mark Your Calendar

- The Friends of LML began accepting donations for the November Book Sale on Tuesday, September 6 until Saturday, October 15
- *Get in the Game*, Tuesday, September 27, 6:30-8:30pm
- *Covey: A Stone's Throw From a Coal Mine to the Hall of Fame*, Monday, October 3, 7:00 – 8:30pm
- The LML Morning Book Club will meet virtually Wednesday, October 5, 10:30am to 12:00pm to discuss *The Doctors Blackwell* by Nimura
- Books & Beyond will meet at Gio's Italian Grill, Monday, October 10, 7:00 – 8:30pm
- *Mazel Tov: A Jewish Celebration*, Sunday, October 23, 12:00 – 6:00pm
- Fall Book Sale – Friends Preview Night, Thursday, November 17, 5:00 – 7:30pm...Book Sale continues Friday and Saturday, November 18 and 19, 10:00am – 4:30pm...Bag Sale starts at 2:30pm Saturday