



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

*Meeting Minutes – October 27, 2022*

*APPROVED DATE – December 1, 2022*

Board Attendance: Therese Schweyer, Erica Dreabit, Jennifer Rodgers, Nancy Latanision, Jason Raines, George Doughty

Board Absence: Layla Muth, Kathee Rhode

LML Staff Attendance: Susan Nenstiel, Natalie Arnold

Public Attendance: None

**Call to Order: The meeting was called to order by President Therese Schweyer at 5:13 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).
- Jason Raines was nominated to the Board by e-vote by the Board, which concluded on October 13, 2022 and was forwarded to Lower Macungie Township for the LMT Board of Commissioner's approval.
- 2023 holiday closing schedule was approved (motion passed with 4 yes and 1 no vote).
- Approved meeting adjournment.

**Board Planning Session:**

- The Personnel Committee's revision of the Employee Handbook is complete and the handbook was distributed to the Board Members to review. Questions and comments should be send to Therese by November 11 so they can be reviewed at the next Personnel Committee meeting.
- Work on the Board Bylaws continues, with the committee meeting on November 10 at 2:30 on Zoom to continue the review.

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

- Kathee attended the CLIU meeting and was the only public library director there. It was a good opportunity to find out what schools need from public libraries.
- Interviewing for library assistants continues.
- Library staff met with community center staff in mid-October to discuss programming from both organizations. These meetings will continue on a quarterly basis.
- Natalie attended several sessions at the PaLA conference. Many were technical sessions, such as those on the ILS, and another notable session was on preparing for an armed intruder. The library may look into getting this training funded for staff by the District.

- The Mazel Tov event held on Oct. 23 had about 50 attendees.
- The electric vehicles program was moved to November 30.
- Statistics Review
  - Statistics are still skewed compared to 2021 because only partial services were available during Q3 in 2021, but overall usage statistics were up
    - 43% increase in circulation
    - Modest increases in digital collections usage
    - Large increases in computer and wireless usage
  - For programming, adult programs remained steady, with not much change in number of programs or attendance. Children’s programming saw large increases due to the lifting of attendance caps on outdoor programs and more indoor programs being offered.

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

#### **Finance:**

- Did not meet.
- Library finances remain in good shape. Health insurance costs have been much less than projected this year, due to being understaffed. Health insurance costs are projected to increase 11% next year if the current plan is kept.
- Next meeting – TBD

#### **Personnel:**

- Met on October 7.
- Employee handbook revision was completed and distributed to the Board for review.
- Next meeting – November 17 at 12:00 pm on Zoom

#### **Marketing**

- Did not meet.
- Will consult with Christian about scheduling another meeting.

#### **Facilities:**

- Did not meet.
- Continuing to work with the Township on an agreement.
- Next meeting - TBD

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

- Sorting for the book sale is complete.
- Set up for the book sale is November 15 and 16 and the sale is November 17-19.
- Will not meet again until January.

#### **Technology:**

- Did not meet.

- Next meeting - TBD

**Nominating:**

- Did not meet.
- Board vacancy filled by the nomination of Jason Raines, to be voted on in December by the LMT Board of Commissioners.
- George and Jennifer are up for renewal in January 2023.
- Next meeting - TBD

**Old Business**

- Brief discussion of the tax collection/LMT agreement issue.
- No further correspondence has happened regarding the letter from the Township's insurance agency.

**New Business**

- None

**Public Comment**

- None

Board Meeting was adjourned at 5:57 pm

**ACTION ITEMS WITH DUE DATES**

**Next Meeting:** Thursday, December 1 at 5:15 pm

*Respectively submitted:*

*Erica Dreabit*

# Library Director's Report

(10/27/22)

## Objectives

### Community Partnership

- Book clubs are being held via Zoom and off-site.
- Susan and I participated in the LMT Fire Company Open House Saturday, October 8
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, October 10
- Promoted library programming at the LMT Garden Club meeting Wednesday, October 12
- Natalie and Susan will participate in Ryan Mackenzie's Senior Expo Thursday, October 27

### Relevance

- Natalie and I attended the PaLA Awards Zoom presentation Wednesday, September 28 and Wednesday, October 5 (Parts 1 & 2)
- Elizabeth Ross, MSLS student at Pennsylvania Western University Clarion, shadowed me for a Master's course assignment Wednesday, September 28
- I attended the CLIU Librarians Consortium meeting Thursday, October 6
- Jen completed seven notary appointments in September

### Fiscal Responsibility

- Susan, Natalie, and I will begin preparing the 2023 budget next month

### Communication and Leadership Effectiveness

- Continuing to interview candidates for Library Assistant
- Re-posted the FT Cataloger/Reference position
- Lisa, Sarah, and I met with Community Center staff to coordinate programming Thursday, October 13
- Susan and I completed Christian Sammartino's three month review Friday, October 14
- Natalie and I attended the PaLA fall conference held at the Harrisburg Hilton, Sunday, October 16 – Wednesday, October 19

### Statistics

- Available in *Box*

### Programming

- Get in the Game, Tuesday, September 27, Attendance: 8
- Covey: A Stone's Throw From a Coal Mine to the Hall of Fame, Monday, October 3, Attendance: 16
- The LML Morning Book Club met virtually Wednesday, October 5, 10:30am to 12:00pm to discuss *The Doctors Blackwell* by Nimura, Attendance: 14
- Books & Beyond met at Gio's Italian Grill, Monday, October 10, 7:00 – 8:30pm, Attendance: 7

- September Coloring Passive program, Attendance: 55
- September Puzzle Passive program, Attendance: 5

### **Mark Your Calendar**

- The Friends of LML stopped accepting donations for the November Book Sale Saturday, October 15
- *Mazel Tov: A Jewish Celebration*, Sunday, October 23, 12:00 – 6:00pm
- *The Past and Future of Electric Vehicles* presented by the Boyertown Museum of Historic Vehicles, Tuesday, November 1, 7:00 – 8:30pm
- The LML Morning Book Club will meet virtually Wednesday, November 2, 10:30am to 12:00pm to discuss *Plainsong* by Haruf
- Local author Colleen McKeegan will present a fireside chat discussing *The Wild One* Thursday, November 3, at 7:00pm
- The library is closed Tuesday November 8, Election Day
- Books & Beyond will meet in the library to discuss *The Little Paris Bookshop* by George, Monday, November 14, 7:00 – 8:30pm
- Fall Book Sale – Friends Preview Night, Thursday, November 17, 5:30 – 7:30pm...Book Sale continues Friday and Saturday, November 18 and 19, 10:00am – 4:30pm...Bag Sale starts at 2:30pm Saturday
- Library is closed Thursday, November 24 through Saturday, November 26 for the Thanksgiving holiday