



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

*Meeting Minutes – December 1, 2022*

*FINAL DATE – March 26, 2023*

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

Board Absence: Layla Muth

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 5:13 pm.**

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

- Consent agenda including October 2022 minutes, Director's report, and all committee reports (including Finance report).
- Continuing Budget Resolution to continue operating per the 2022 budget through January 26, 2023.
- Approved the purchase of new employee computers from CompassMSP (total cost for computers and installation of \$22,753) to be funded from the technology fund.
- Approved meeting adjournment.

**Board Planning Session:**

- The operating budget is still in draft form.
- The employee handbook and the board bylaws are with attorney David Spitko for review.

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

- From PaLA, Kathee notes that she attended a session on succession planning, that OCL could come to advise on training available to library staff, and that she met a consultant who would be willing to come advise the board.
- Roselynn Geigel was hired as a new library assistant starting in January.
- 16 people attended the electric car presentation on 11/30.

**Committee Chair Reports & Next Meeting Dates**

**Finance:**

- Did not meet.
- Library finances remain in good shape. Salary and benefits costs will be below budget, and almost everything else is within budget.

- Committee recommended the purchase of new employee computers due to an available discount, making the cost less than when they were replaced 6 years ago. This was approved by the board (see summary of board votes).
- Next meeting – January 23, 2023 at 5:00 pm

#### **Personnel:**

- Met November 17 at 12:00 on Zoom.
- The employee handbook is with attorney David Spitko for review.
- Kathee and Natalie are looking at splitting the reference/cataloging librarian position into 2 part-time positions because there has been no interest in the job as advertised.
- Next meeting TBD.

#### **Marketing**

- Did not meet.
- Next meeting January 10, 2023 at 5:30 on Zoom.

#### **Facilities:**

- Did not meet.
- The township will be coming to clean vents in the building.
- Next meeting - TBD

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

- Book sale proceeds were between \$6500 and \$7000
- A survey will be sent out sometime in January about what Friends members would like to see the group do.
- No one has currently offered to run a spring book sale.
- Next meeting – January 21, 2023 at 10:00 am

#### **Technology:**

- Did not meet.
- Natalie explained Overdrive Advantage, which is electronic items that are only available to LML patrons for the first 6 months, after which copies go into the cooperative and are available for checkout by any patrons in the cooperative. LML's purchases for Overdrive Advantage come from LML's own budget. Libraries will not take money from district purchases for this.
- Next meeting - TBD

#### **Nominating:**

- Did not meet.
- Jason Raines not yet approved by the township because the vacant term had not yet expired.
- Next meeting - TBD

#### **Old Business**

- No new update on the tax collection/LMT agreement or insurance letter issues.

### **New Business**

- George noted that he has also applied for a position on the township planning commission, which might affect whether or not he can continue on the library board.
- Succession planning discussion
  - August 5, 2023 is Kathee's retirement date
  - The board agreed that the entire board should be involved in hiring a new director, rather than a committee set up for that purpose
  - It was suggested that the district library consultant be invited to the Jan. 26 board meeting to get the ball rolling on a succession plan

### **Public Comment**

- None

Board Meeting was adjourned at 6:11 pm

### **ACTION ITEMS WITH DUE DATES**

**Next Meeting:** Thursday, January 26, 2023 at 5:15 pm

*Respectively submitted:*

*Erica Dreabit*

# Library Director's Report

(12/1/22)

## Objectives

### Community Partnership

- Book clubs are being held via Zoom and off-site
- Susan participated in Ryan Mackenzie's Senior Expo Thursday, October 27
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, November 7
- Promoted library programming at the LMT Garden Club meeting Wednesday, November 9
- AARP Tax Aide training was held in the Local History Room Monday, November 14

### Relevance

- Natalie and I attended the PaLA workshop "Hiring, Documenting, and Ending the Employment Relationship of Employees" with Attorney David Spitko Friday, November 4
- Attended *Influencer Marketing 101* at the Greater Lehigh Chamber of Commerce luncheon Wednesday, November 9
- Jen completed four notary appointments in October
- One exam proctored Monday, November 21

### Fiscal Responsibility

- Susan, Natalie, and I prepared the 2023 budget
- The Friends of LML Book Sale netted \$7,000
- Weis Markets has invested \$1,500 and Fulton Bank \$1,000 in EITC funding for children's programming

### Communication and Leadership Effectiveness

- Continuing to interview candidates for Library Assistant
- Re-posted the FT Cataloger/Reference position
- Natalie and I are meeting with Christian, Marketing Specialist every Wednesday at 11:00
- I attended the Berks County Library Association LGBTQ workshop and business meeting Friday, November 18

### Statistics

- Available in *Box*

### Programming

- *Mazel Tov: A Jewish Celebration*, Sunday, October 23, 12:00 – 6:00pm, Attendance: 50
- The LML Morning Book Club met virtually Wednesday, November 2, 10:30am to 12:00pm to discuss *Plainsong* by Haruf, Attendance: 12

- Local author Colleen McKeegan presented a fireside chat discussing *The Wild One* Thursday, November 3, at 7:00pm, Attendance: 18
- Books & Beyond met in the library to discuss *The Little Paris Bookshop* by George, Monday, November 14, 7:00 – 8:30pm, Attendance: 6
- October Coloring Passive program, Attendance: 65
- October Puzzle Passive program, Attendance: 15

### **Mark Your Calendar**

- *The Past and Future of Electric Vehicles* presented by the Boyertown Museum of Historic Vehicles, Tuesday, November 30, 7:00 – 8:30pm
- The LML Morning Book Club will meet virtually Wednesday, December 7, 10:30am to 12:00pm to discuss *West With Giraffes* by Rutledge
- Books & Beyond will meet in the library December 12, 7:00 – 8:30pm
- Library is closed Thursday, December 23 through Monday December 26 for the Winter Holiday