



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

*Meeting Minutes – January 26, 2023*

*APPROVED DATE – March 30, 2023*

Board Attendance: Therese Schweyer, Erica Dreabit, Layla Muth, Nancy Latanision, Jason Raines

Board Absence: George Doughty

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

Public Attendance: Mark Sullivan, District Library Consultant

**Call to Order: The meeting was called to order by President Therese Schweyer at 5:18 pm.**

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

- Consent agenda including December 2022 minutes, Director's report, and all committee reports (including Finance report).
- Approval of the 2023 Operating Budget as submitted by the Finance Committee.
- Approved meeting adjournment.

**Succession Planning Discussion with Mark Sullivan:**

- Mark provided a checklist for transitioning library directors
- Personnel Committee should update the job description with help from Kathee and Natalie, but also with input from the rest of the staff
- Job posting – Mark can post on the PA State Library listserv. We can post on Indeed.com and the ALA listserv. It is becoming common for a salary range to be included on the job listing.
- Mark and Susan have lists of the current salaries of area library directors and Susan will send this to the board.

**Board Planning Session:**

- Report that the reappointment of George Doughty was conducted and passed by e-vote.
- Discussion and vote on 2023 Operating Budget
  - Salary increases as submitted by the Finance Committee (10% for employees with 3+ years of experience, 3% for library assistants, and 8.7% for Marketing and Youth Services).
  - If there is a surplus after the 2022 audit, it will be decided then what to do with it.
- Attorney David Spitko submitted his comments on the employee handbook and the Personnel committee met and approved these changes. There are just a few outstanding items to be resolved.
- Attorney Spitko also submitted comments on the Board Bylaws revisions and the committee will meet to review them.

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

- The AARP has made tax appointments for about 150 people so far. Basic tax forms are also available in the lobby.
- A productive quarterly meeting was held with the community center staff.
- Christian resigned and the search for a new Marketing staff member has started.
- Statistics review by Natalie – all stats have increased year over year due to a relatively normal year so far.
- The RFID project is about 40-50% complete. The hope is to have it done before summer, but if not, then the plan will probably be to wait until after summer to roll it out.

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

#### **Finance:**

- Met January 23 at 5:00 pm
- The audit will be in late February.
- Next meeting – February 20 at 5:00 pm

#### **Personnel:**

- Reviewed the handbook comments submitted by Attorney Spitko.
- Next meeting TBD.

#### **Marketing**

- Met January 10 at 5:30 pm
- Layla will be the new chair of the committee
- Nancy will be the new liaison to the Friends of the Library
- Library staff met to review what needs to be done before summer
  - National Library Week is the last week of April – help with this was requested from the Friends
    - Possibility of a meet the board event at the end of the week
- Next meeting TBD

#### **Facilities:**

- Did not meet.
- Next meeting - TBD

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

- Met on January 21.
- Group still hopes to carry on with the book sale and they are looking for a manager.
- They agreed to fund an RFID self-check station.
- Next meeting – February 11 at 10:00 am

#### **Technology:**

- Did not meet.
- Hotspots recently started circulating.

- Cards for children under 5 will be available soon.
- The new staff PCs should be arriving in February.
- Next meeting - TBD

**Nominating:**

- Did not meet.
- Jennifer's position will need to be filled. George has been reappointed.
- Next meeting - TBD

**Old Business**

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

**New Business**

- Board will need to complete the conflict of interest forms.
- All board members should also be Friends members – this can be done online.
- All board members should make some sort of financial contribution to the library.
- Officers will be chosen at the next Board meeting.

**Public Comment**

- None

Board Meeting was adjourned at 6:46 pm

**ACTION ITEMS WITH DUE DATES**

**Next Meeting:** Thursday, February 23, 2023 at 5:15 pm

*Respectively submitted:  
Erica Dreabit*

# Library Director's Report

(1/26/23)

## Objectives

### Community Partnership

- Book clubs are being held via Zoom, on-site and off-site
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, December 12 and January 9
- Sarah, Lisa, and I met with the LMT Community Center staff for our quarterly meeting Thursday, January 5
- Promoted library programming at the LMT Garden Club meeting Wednesday, December 14 and January 11
- Began Kindness Project on MLK service day Monday, January 16 by gathering new sneakers and duffel bags for foster kids

### Relevance

- Received Federal IRS 1040/1040 SR Instruction booklets and awaiting the forms packet
- I attended the Lehigh Chamber of Commerce luncheon Wednesday, December 14
- Jen completed seven notary appointments in November and four in December

### Fiscal Responsibility

- The 2023 budget will be presented to the Finance Committee Monday, January 23

### Communication and Leadership Effectiveness

- Continuing to interview candidates for Library Assistant
- Re-posted the part-time Cataloger and part-time Reference Librarian positions
- Accepted Christian Sammartino's resignation and have posted the part-time Marketing and Communications Specialist position
- I attended the Governor's Advisory Council meeting Thursday, December 8
- Joined Natalie and Sarah conducting annual staff reviews

### Statistics

- Available in *Box*

### Programming

- The LML Morning Book Club met virtually Wednesday, December 7, 10:30am to 12:00pm to discuss *West With Giraffes* by Rutledge. Attendance: 15
- Books & Beyond met at Whole Foods, Trexlertown, Friday, January 13, Attendance: 5
- December Coloring Passive program, Attendance: 65
- December Puzzle Passive program, Attendance: 2

## Mark Your Calendar

- Friends of LML business meeting Saturday, January 21, 10:00 – 11:00am
- Lower Macungie Library Night at the Phantoms, Saturday, January 28, 7:05 – 10:00pm
- Get in the Game Monday, January 30, 6:30 – 8:30pm.
- LML Morning Book Club meeting virtually Wednesday, February 1 to discuss *The Tea Girl of Hummingbird Lane* by Lisa See
- Books & Beyond will meet at Casa Catrina (1905 Brookside Rd) Monday, February 13, 6:30-8:30pm
- Great Decisions begins Wednesday, April 12, 6:30 – 8:30pm