



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – February 23, 2023

APPROVED DATE – March 30, 2023

Board Attendance: Therese Schweyer, Nancy Latanision, Layla Muth, George Doughty

Board Absence: Erica Dreabit, Jason Raines,

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

Public Attendance: Sally Corvino

Call to Order: The meeting was called to order by President Therese Schweyer at 5:14 pm.

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

- Consent agenda including Director's report and all committee reports (including Finance report).
- Approved meeting adjournment.
- January meeting notes will be approved via email when received.

Board Planning Session:

- The selection of officers will be moved to the March 30 meeting.
- Meeting dates (Last Thursday of the month between January and October at 5:15 pm, first Thursday in December) must be published yearly in the East Penn Press.
- The Personnel Committee's Executive Director search is moving forward. Additional details will be included in the committee report below.
- Attorney Spitko reviewed and made recommendations around the Employee handbook. There needs to be a meeting scheduled to review and approve the changes.
- Susan will post a draft of the updated Bylaws. All of Atty. Spitko's recommendations have been accepted.
- All trustees present signed an updated Code of Ethics and Code of Conduct document. Jason and Erica need to sign.

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

- AARP Tax Aid has completed 38 returns. 150 appointments have been made.
- The Kindness Project has received 26 donations.
- Friends of LML are accepting donations through March 18th. Sorting is occurring on Saturdays and Tuesdays with the help of the teen volunteers.
- The library has been awarded a Story Walk mini grant of \$500.
- Kathee attended a State Aid Report Webinar.
- A new part time reference librarian will be starting February 27.

- The Parkland Library Board of Trustees will be visiting the library in either April or May for a tour of our facilities.

Committee Chair Reports & Next Meeting Dates

Finance:

- Did not meet.
- Susan provided financials and received the final check for the end of 2022 in the amount of \$25,605.86 Auditors were scheduled to come on Monday, February 27
- Next meeting – TBD

Personnel:

- Met on February 23.
- Nancy and Therese will start writing the job posting for the position of Executive Director, and will be adding the first draft to Box by March 17.
- An email address will be created to capture applications.
- The posting will be added to the national ListServ to get as many eyes on it as possible.
- The Finance Committee will oversee deciding the salary range.
- Succession planning will allow for either in-person or survey feedback.
- The posting will go live between April 3 and April 15.
- Applications will be accepted through May 15 and interviews will be scheduled after that time.
- The goal is to have a new Director in place by July 3 to ensure a smooth transition with Kathee.
- Kathee will be leaving the position on August 4.
- Next meeting – TBD

Marketing

- Did not meet.
- The committee has discussed the idea of a multi-generational Kindness Carnival to include things like bingo and a DJ. Tentative date is June 19.
- National Library Week is April 23 – 29. The board should bring in treats during the week. Tuesday is National Library Workers Day, and the Friends bring in food.
- Coffee with the Board is scheduled for April 29.
- Next meeting scheduled for Monday, March 6

Facilities:

- Did not meet.
- Susan continues to follow up on rekeying doors and providing key fobs
- Next meeting - TBD

Friends of LML Update:

- Sorting for the book sale continues.

- Preview night is May 11, spring book sale is May 12 and 13
- Next meeting is April 15

Technology:

- Did not meet.
- Staff PC project deployment scheduled for March 6
- RFID project still cruising along
- Next meeting - TBD

Nominating:

- Did not meet.
- There are still a few applications left over from last year to review.
- 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 6:17 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, March 30 at 5:15 pm.

Respectively submitted:

Layla Muth