



LOWER MACUNGIE LIBRARY
inform • enrich • empower

Lower Macungie Library Board of Directors

Meeting Minutes – March 30, 2023

APPROVED DATE – April 27, 2023

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

Board Absence: George Doughty, Jason Raines

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

Public Attendance: Sarah Modrick

Call to Order: The meeting was called to order by President Therese Schweyer at 5:17 pm.

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

- Consent agenda including January 2023 and February 2023 minutes, Director's report, and all committee reports (including Finance report).
- Approval of the Finance committee recommendation for a starting salary of \$65,000 - \$75,000 for the Executive Director position when it is advertised.
- Approval of the job vacancy posting for the Executive Director position. The position will be advertised beginning in early April.

Board Planning Session:

- Therese reported on the staff survey that was drafted to get staff opinions on the Executive Director position and their preferred attributes for a new Executive Director.
 - All questions are open-ended, with room for staff to comment
 - Questions include:
 - Top 3 attributes
 - Preferred management style
 - Communication style
 - Are there any interview questions that should be asked
- The employee handbook with comments/edits by Attorney Spitko will be reviewed by Personnel.
- Attorney Spitko has been reminded about reviewing the second draft of the Board Bylaws revision.

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

- April 13 will be the last day of AARP tax appointments.
- Notary appointments continue to be booked, typically about 6 per month. We will currently book them for anyone requesting the service, even if we are not their home library. Parkland Library no longer offers notary services.
- The annual report has been submitted to the Commonwealth Library.

- Library assistant positions are now all filled, with the most recent hire to start in May.

Committee Chair Reports & Next Meeting Dates

Finance:

- Per George's suggestion, financial reports will be changed to report the period covered (quarter) vs. the old method of the full year.
- Report on the use of Unique Management Systems for collection debts of over \$25. Their new approach has resulted in repayments of \$8 for every \$1 spent on collections, which is much better than in the past.
- The audit has been completed and Finance will review
- Next meeting – April 24 at 5:15

Personnel:

- Met on March 30
- Have completed the final review of Attorney Spitko's comments on the handbook and will meet with him on 4/20 at 2:00 by Zoom to review.
- Natalie is updating all staff job descriptions to use a standard template.
- Will be looking at the performance review policy and Executive Director job description next.
- Next meeting – April 26 at 5:15

Marketing

- Met on March 6
- National Library Week is April 23-29
 - Idea as for the library to do a "pop" into the library for popcorn promotion
 - Giveaways such as East Penn Diner gift card
 - Coffee with the Board event planned for 4/29
- Summer Kindness Carnival being planned for June 19th
 - Will include a Juneteenth display to recognize the holiday
 - Designed to be an intergenerational event, primarily outdoors, but able to be moved indoors in case of rain
- Next meeting TBD

Facilities:

- Did not meet.
- The library is exploring using a new cleaning service.
- Next meeting - TBD

Friends of LML Update:

- Book sale sorting is ongoing.
- Sarah Modrick, book sale co-chair, voiced concerns about the sale
 - Saturday sorting was unable to be done because the room couldn't be opened due to keys being locked inside a closet. Student volunteers had to be sent home.
 - Student volunteers have been a big help, because so much physical labor is involved in sorting.

- Concerns over availability of rooms
 - Requests one week of room availability prior to the sale so the student volunteers can be utilized.
 - Will contact Kathee for ongoing questions about the sale
- Discussed getting the sorting days on the library events calendar to make them more widely advertised
- Next meeting – April 15 at 10:00 am

Technology:

- Did not meet.
- The staff computer project has been completed. It went well, with just a few minor bumps.
- Next meeting - TBD

Nominating:

- Did not meet.
- The open position will be put in the next library newsletter.
- Next meeting - TBD

Old Business

- No new update on the tax collection/LMT agreement or insurance letter issues.
- Due to absence of Board members, the election of officers will be held by e-vote.

New Business

- Board members should plan to attend the Breakfast with the Board event on April 29 from 10:00 – 12:00 if at all possible.

Public Comment

- None

Board Meeting was adjourned at 7:03 pm

ACTION ITEMS WITH DUE DATES

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

Respectively submitted:

Erica Dreabit

Library Director's Report

(3/30/23)

Objectives

Community Partnership

- Book clubs are being held via Zoom, on-site and off-site
- AARP volunteers provide tax aid in the library Thursdays 1:00 – 5:00pm by appointment
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, March 6
- Susan and I promoted library programming at the LMT Garden Club meeting Wednesday, March 8
- Lisa and Sarah (Friends of LML book sale co-chair) will be inducted into the Emmaus Rotary Club, April 11

Relevance

- Jen completed three notary appointments in March
- Friends of LML accepted donations for the May Book Sale until Saturday, March 18
- Lisa Underwood, Youth Services Supervisor was invited to serve on the PA Summer Advisory Committee Friday, March 10

Fiscal Responsibility

- The audit was completed Monday, February 27
- Submitted annual report completed by Natalie, Lisa, Sarah, Susan and myself Tuesday, March 7
- Susan and I met with two cleaning services, City Wide and Coverall, to obtain quotes

Communication and Leadership Effectiveness

- Continuing to interview candidates for Library Assistant
- Re-posted the part-time Cataloging Librarian position
- Natalie and I attended the PaLA Legislative Town Hall Wednesday, March 22

Statistics

- Available in *Box*

Programming

- LML Morning Book Club met virtually Wednesday, March 1 to discuss *The Four Winds* by Kristin Hannah. Attendance: 12
- Books & Beyond discussed *The Other Einstein* by Marie Benedict on Monday, March 13, Attendance: 9
- February Coloring Passive program, Attendance: 133
- February Puzzle Passive program, Attendance: 3

Mark Your Calendar

- LML Morning Book Club meeting virtually Wednesday, April 3 to discuss *Anxious People* by Frederik Backman, 10:30am-12:00pm
- Books & Beyond will meet Monday, March 13, 6:30-8:30pm to discuss *The Other Einstein* by Marie Benedict
- Get in the Game Thursday, March 30, 6:30-8:30pm
- Opioid Crisis Presentation by Allentown Health Bureau Tuesday, April 4, 7:00 – 8:00pm
- Library will be closed Friday, April 7 and Saturday, April 8 for the Spring holiday
- Great Decisions begins Wednesday, April 12, 6:30 – 8:30pm
- Longwood Gardens Community Read Book Discussion: *Black Food: Stories, Art & Recipes Across the African Diaspora* Thursday, April 13, 7:00 – 8:30pm
- Friends of LML Business Meeting Saturday, April 15, 10:00 – 11:00am
- Longwood Gardens Community Read Conversations: Cooking Inspiration with Bryant Terry, Tuesday April 18, 6:30 – 7:45pm (virtual)
- Chit Chat & Craft: Scrabble Coaster, Saturday, April 22, 10:00am – 12:00pm
- Get in the Game, Saturday, April 22, 1:00 – 3:00pm
- Friends Book Sale: Friends Preview Night Thursday, May 11 5-7:30pm, Sale Friday, May 12, 10:00am-4:00pm, and Saturday, May 13, 10:00am-4:00pm with \$5 Bag Sale 2:30-4:00pm