



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – April 27, 2023

APPROVED DATE – May 25, 2023

Board Attendance: Therese Schweyer, George Doughty, Erica Dreabit, Jason Raines

Board Absence: Layla Muth, Nancy Latanision

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

Call to Order: The meeting was called to order by President Therese Schweyer at 5:16 pm.

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

- Consent agenda including March 2023 minutes, Director's report, and all committee reports (including Finance report).
- Approval of the recommendation to keep all existing Board officers in their current positions.

Board Planning Session:

- Update on the Executive Director search
 - The employee survey and the job posting both went out. The job posting went out on April 13.
 - Have received 9 employee survey responses
 - Have received 6 Executive Director applications (4 local, 2 out of state)
 - Therese e-mailed all the applicants and let them know that someone would be reaching out in May
 - Board members will make initial contact for brief Q&A and then the whole board will conduct formal interviews
- An update to the public meeting notice was published today in the East Penn Press.
- The meeting with Attorney Spitko about the employee handbook has been rescheduled for May 5 (the bylaws revision may also be covered at this meeting).

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

- Kathee and Susan participated in a neighborhood event at the Fairways on 4/22.
- We ended up with 6 notary appointments in April.
- The library held an open house for library volunteers on April 24
- The library received funding from Embassy Bank for summer reading program
- 4 interviews were conducted for an assistant in Youth Services for the summer.
- Kathee attended the CLIU Librarians Consortium meeting on 4/26 and met the LMMS librarian.

- Natalie attended the Evergreen conference (for the library's ILS). Notable takeaways were a session about cyberattacks and speaking with other library consortiums.
- Discussion about previous book challenges and the library's current preparation and policies regarding this. The library is well-prepared should this arise.
- Statistics review by Natalie:
 - Q1 year-over-year statistics are finally more valid, since both 2022 and 2023 has relatively normal Q1s in terms of services and availability.
 - Overall 27% increase in total usage stats
 - 17% increase in new patrons
 - 49% door count increase
 - Small decrease in adult programming (-13% for number of programs and -16% for attendees)
 - Large increases in children's programming, although this is still somewhat skewed because in-person children's programs weren't offered until late March 2022.

Committee Chair Reports & Next Meeting Dates

Finance:

- Met on April 24
- The financial reports have been changed to report the period covered (quarter) vs. the old method of the full year.
- We will be using a new cleaning company – Coverall.
- Tax revenue should start arriving from the township soon.
- Next meeting – May 22 at 5:15

Personnel:

- The meeting with Attorney Spitko about the handbook has been postponed to May 5.
- The job description for the Executive Director position has been updated and will be distributed to the Board for review and approval.
- A staff question was brought to the committee and they are handling it.
- Next meeting – TBD

Marketing

- The Kindness Carnival will now be a children's event rather than intergenerational, and Lisa will be organizing it.
- The library will be participating in Community Day and will have packets of info to give to the other organizations participating in the event, as well as to people attending.
- Working on outreach through the Macungie Farmer's Market
- Coffee with the Board and the Krispy Kreme fundraiser will be this Saturday.
- Next meeting TBD

Facilities:

- Staff requested that Kathee talk about the Safety Manual, fire drills, and other related matters. Kathee has emailed LMT Public Works about this.

- Next meeting - TBD

Friends of LML Update:

- Book sale: the use of student volunteers was suspended after someone suggested that all volunteers should have background clearances for working at the book sale.
- Next meeting – May 20 at 10:00 am

Technology:

- Did not meet.
- Next meeting - TBD

Nominating:

- Did not meet.
- No new applications have been received.
- Next meeting - TBD

Old Business

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

New Business

- None

Public Comment

- None

Board Meeting was adjourned at 6:18 pm

ACTION ITEMS WITH DUE DATES

Next Meeting: Thursday, May 25 at 5:15 pm

Respectively submitted:

Erica Dreabit

Library Director's Report

(4/27/23)

Objectives

Community Partnership

- Book clubs are being held via Zoom, on-site and off-site
- AARP volunteers completed their annual tax aid service in the library
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, April 10 and Friday, April 14
- Susan and I promoted library programming at the LMT Garden Club meeting Wednesday, April 12
- Met with Emmaus PL director Wednesday, April 19 in response to her Board directive

Relevance

- Jen completed three notary appointments in April
- Natalie and I attended the Proactive Planning for Library Staff Transitions webinar Wednesday, April 19

Fiscal Responsibility

- Susan and I are reviewing quotes and checking references from two cleaning services
- Received notice that Embassy Bank is granting LML a \$5,000 check through the EITC program

Communication and Leadership Effectiveness

- Re-posted the part-time Cataloging Librarian position and Marketing/Communications Specialist position
- Attended the Governor's Advisory Council meeting Friday, March 31
- Attended the OCL Forum Tuesday, April 4
- Executive Director position posted Thursday, April 13

Statistics

- Available in *Box*

Programming

- Get in the Game Thursday, March 30, 6:30-8:30pm, Attendance: 8
- LML Morning Book Club met virtually Wednesday, April 5 to discuss *Anxious People* by Frederik Backman, Attendance: 13
- Books & Beyond met Monday, April 10 at the Mediterranean Café & Grill, Attendance: 8
- Great Decisions: Energy Geopolitics (Chapter 1), Wednesday, April 12, Attendance: 15
- Longwood Gardens Community Read Book Discussion: *Black Food: Stories, Art & Recipes Across the African Diaspora* Thursday, April 13, Attendance: 13

- Longwood Gardens Community Read Conversations: Cooking Inspiration with Bryant Terry, Tuesday April 18, 6:30 – 7:45pm (virtual)
- Great Decisions: China and the U.S. (Chapter 3) Wednesday, April 19, Attendance: 14
- March Coloring Passive program, Attendance: 65
- March Puzzle Passive program, Attendance: 15

Mark Your Calendar

- Chit Chat & Craft: Scrabble Coaster, Saturday, April 22, 10:00am – 12:00pm
- Get in the Game, Saturday, April 22, 1:00 – 3:00pm
- National Library Week, Sunday, April 23 – Saturday, April 29. Theme is: “There’s More to the Story”
- Great Decisions: War Crimes (Chapter 2), Wednesday, April 26, 6:30 – 8:30pm, Registration is full
- LML Morning Book Club will meet virtually Wednesday, May 3 to discuss *The Rose Code* by Quinn, 10:30am-12:00pm
- Great Decisions: Economic Warfare (Chapter 4), Wednesday, May 3, 6:30-8:30pm, Registration is full
- Books & Beyond will meet Monday, May 8, 6:30-8:30pm to discuss *The Bookwoman’s Daughter* by Kim Michele Richardson
- Great Decisions: Politics in Latin America (Chapter 5), Wednesday, May 10, 6:30 – 8:30pm, Registration is full
- 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
- Great Decisions: Global Famine (Chapter 6), Wednesday, May 17, 6:30 – 8:30pm, Registration is full
- Friends of LML Business Meeting Saturday, May 20, 10:00 – 11:00am
- Great Decisions: Iran at the Crossroads (Chapter 7), Wednesday, May 24, 6:30 – 8:30pm, Registration is full