



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

*Meeting Minutes – May 25, 2023*

*APPROVED DATE – June 29, 2023*

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

Board Absence: none

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 April 2023 minutes, Director's report, and all committee reports (including Finance report).
- Authorization for Susan to contact law firms to ascertain their retainer and hourly service fees and report this information back to the board for action.

**Board Planning Session:**

- Update on the Executive Director search:
  - Received 7 applications
    - 2 of the applications were from candidates who are not qualified (library degrees not from ALA-accredited institutions).
    - 2 applicants have already accepted other positions.
    - Board will discuss further in executive session and decide which of the remaining candidates to interview with the whole board.
- Ongoing summons issue from the Township's insurance company:
  - Our insurance company was contacted, but they can't do much because they have no specific information about the suit.
  - Susan's understanding is that a writ of summons just means that maybe they'll decide to sue us, but they also might not.
  - This summons is coming from a different law firm than the one that our insurance adjuster worked with previously to settle the flood claim.
  - The Board authorized Susan to contact law firms to see if we can get legal assistance on retainer for this and future needs (see Summary of Board Votes).

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

- Outdoor storytimes have begun.
- There are already 37 summer reading program registrations.
- All summer reading program planning has been completed.

- Lisa Underwood was inducted into Rotary, as well as Sarah Modrick (the co-coordinator of the recent Friends book sale).
- Jen is doing a notary table at a family night at Wescosville Elementary so that parents can submit their school volunteer paperwork.
- The Friends have approved funding for assistive technology for the vision impaired to be installed on one of the library PCs.

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

### **Finance:**

- Did not meet.
- Current financial state is good.
- No tax revenue has been received from the township yet.
- The library's audit is still in process.
- Next meeting – TBD

### **Personnel:**

- Met with Attorney Spitko, still waiting for word back from him.
- The job description for the Executive Director position has been updated and will be distributed to the Board for review and approval.
- Next meeting – TBD

### **Marketing**

- Didn't meet.
- Susan showed the Board a word cloud generated from patron entries as part of the National Library Week raffle. Patrons were asked to give one word that describes the library. Knowledge and fun were the top words.
- Next meeting TBD

### **Facilities:**

- Did not meet.
- Next meeting - TBD

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

- The spring book sale generated \$7,305 in revenue, which is the highest spring sale total to date. The proceeds will be used for assistive technology for the vision impaired one of the library PCs and for the promotional screens in the library and community center. The Friends also donated \$100 to PaLA for snacks during breaks at the conference.
- The next book sale will be run by a committee.
  - Sarah Modrick will continue on as an advisor.
  - Donations will be accepted for the fall sale from September 5 through October 14, and the sale dates are November 16-18.
- The Friends currently have 83 paid members.
- Next meeting – September 16 at 10:00 am

**Technology:**

- Did not meet.
- Natalie is working on software for the marketing TVs.
- RFID tagging is almost done and will roll out in early fall.
- Next meeting - TBD

**Nominating:**

- Did not meet.
- Received one application, and Therese will reach out.
- 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, June 29 at 5:15 pm

*Respectively submitted:*

*Erica Dreabit*

# Library Director's Report

(5/25/23)

## Objectives

### Community Partnership

- Book clubs are being held via Zoom, on-site and off-site
- Lisa and I met with Lily, a muralist on Monday, May 1. She is working on her Eagle Scout Award
- Susan, Tara Tolson, Joyce Partington, and I manned a table at the LMT Community Day Tuesday, May 2 (spoke with 455 people)
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, May 8
- Susan and I promoted library programming at the LMT Garden Club meeting Wednesday, May 10
- Lisa was inducted into the Rotary Thursday, May 11

### Relevance

- Jen completed four notary appointments in May
- I attended the NE chapter PaLA panel discussion Thursday, May 4
- Natalie and I participated in the District Directors' Zoom meeting Tuesday, May 9
- Participated in an OCL Forum discussing statutes and regulations May 16

### Fiscal Responsibility

- Accepted Coverall's cleaning service bid and will begin June 1
- Friends Spring Book Sale income: \$7,306

### Communication and Leadership Effectiveness

- Re-posted the part-time Cataloging Librarian position and Marketing/Communications Specialist position and are interviewing
- Natalie and I joined the Personnel Committee for a Zoom meeting with attorney David Spitko to work on the Employment Handbook Friday, May 5
- Maureen Roman began her Library Assistant training Monday, May 8
- Madeline Underwood began her Youth Services Summer Assistant training May 15

### Statistics

- Available in *Box*

## Programming

- Chit Chat & Craft: Scrabble Coaster, Saturday, April 22, Attendance: 5
- Get in the Game, Saturday, April 22, Attendance: 1
- Great Decisions: War Crimes (Chapter 2) presented by Dr. Paula Holoviak, Wednesday, April 26, Attendance: 16
- LMT Community Day Table in the Library/Peace It Together Kindness Quilt on Tuesday, May 2, Attendance: 86
- LML Morning Book Club met virtually Wednesday, May 3 to discuss *The Rose Code*, Attendance: 11
- Great Decisions: Economic Warfare (Chapter 4), Wednesday, May 3, Attendance: 16
- A Coronation Tea was held Thursday, May 4, Attendance: 12
- Books & Beyond met Monday, May 8 in the Youth Program Room to discuss *The Book Woman's Daughter*, Attendance: 8
- Great Decisions: Global Famine (Chapter 6), Wednesday, May 17, Attendance: 15
- *Black Food: Stories, Art & Recipes from Across the African Diaspora* Chat & Chew, Thursday, May 18, Attendance: 7
- April Coloring Passive program, Attendance: 80
- April Puzzle Passive program, Attendance: 10

## Mark Your Calendar

- Great Decisions: Iran at the Crossroads (Chapter 7) presented by Dr. Brian Mello, Chair of Political Science, Muhlenberg College, Wednesday, May 24. Registration is full.
- Get in the Game, Thursday, May 25, 6:30 – 8:30pm
- The library is closed Saturday, May 27 and Monday, May 29 for the Memorial Day holiday.
- Great Decisions: Politics in Latin America (Chapter 5), presented by Dr. Lindsay Burt, visiting Assistant Professor of Political Science, Muhlenberg College, Wednesday, May 31. Registration is full.
- LML Morning Book Club will meet virtually Wednesday, June 7, 10:30am – 12:00pm to discuss *Lady Clementine* by Marie Benedict
- Great Decisions: Climate Migration (Chapter 8), presented by Dr. Benjamin Felzer, Associate Professor of Earth and Environmental Sciences, Lehigh University, Wednesday, June 7. Registration is full.
- Books and Beyond will meet Monday, June 12, 6:30 – 8:30pm