



## **Lower Macungie Library Board of Directors**

*Meeting Minutes – June 29, 2023*

*FINAL DATE – August 30, 2023*

Board Attendance: Therese Schweyer, George Doughty, Erica Dreabit, Layla Muth, Heather Shirk (not yet appointed by LMT Commissioners)

Board Absence: Jason Raines, Nancy Latanision

LML Staff Attendance: Kathee Rhode, Susan Nenstiel

**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 May 2023 minutes, Director's report, and all committee reports (including Finance report).
- An e-vote was held to approve Heather Shirk as a new Board member. The results of the e-vote were e-mailed to the Board by Therese on June 20. Heather's appointment to the Board will be approved by the LMT Board of Commissioners in the coming weeks.
- Approved the increase in frequency of cleaning services for the remainder of the summer from 3x/week cleaning of the entire library to 3x week for the entire library plus an additional 2x/week for bathroom inspections and cleanings. This changes the cost from \$1290/month to \$1588/month, but was recommended due to the increased volume of people using the facilities during the summer.

### **Board Planning Session:**

- Ongoing summons issue from the Township's insurance company:
  - The library has signed an agreement letter with attorney Sam Cohen of the Gross McGinley law firm and Susan sent him all the info on this issue, but hasn't heard back yet.
- Board Bylaws
  - No one on the board noticed anything that needed to be addressed.
  - Attorney Spitko is having to do more extensive research on this than initially anticipated.
- Employee Handbook
  - Attorney Spitko will be getting back to us on July 5.

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

- The Plant a Row project hasn't gotten many donations yet this summer.
- Notary appointments are now up to 6 in June as of this meeting.
- Alburtis Community Day event was a success.

- Sarah invited attendees to make a square for a kindness quilt
- The borough manager asked about getting some library informational literature to put in the Albury Borough Hall.
- Over 500 children signed up for the summer reading program.
- The hip-hop program drew in a lot of men ages 20-40, which has historically been a difficult demographic for the library to reach.
- The suggestion box was recently checked after an extended period, and was found to contain a number of compliments and requests for materials.

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

### **Finance:**

- Did not meet.
- Discussion about the bathrooms needing more frequent cleaning due to increased volume during the summer. Additional bathroom cleanings for summer were approved (see Summary of Board Votes).
- Current financial state is good.
- Tax revenue has started to come in, with the bulk probably arriving in the next month or so.
- Salaries/benefits are \$49,000 below budget due to being short 2 part-time staff.
- The library's audit is complete and Therese will review.
- Next meeting – TBD

### **Personnel:**

- Did not meet.
- Expect to hear back from Attorney Spitko about the handbook on July 5.
- The library is temporarily pausing on hiring a cataloger.
- Next meeting – TBD

### **Marketing**

- Didn't meet.
- Next meeting - TBD

### **Facilities:**

- Did not meet.
- Next meeting - TBD

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

- The Friends held an enjoyable members' picnic.
- Next meeting – September 16 at 10:00 am

### **Technology:**

- Did not meet.
- Natalie completed the setup for the display televisions.
- RFID tagging is almost done and the goal is to roll it out in September.

- Next meeting - TBD

**Nominating:**

- Did not meet.
- Upon official appointment of Heather, the board will be at full membership.
- 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 6:12 pm

**ACTION ITEMS WITH DUE DATES**

**Next Meeting:** Thursday, July 27 at 5:15 pm

*Respectively submitted:*

*Erica Dreabit*

# Library Director's Report

(6/29/23)

## Objectives

### Community Partnership

- Book clubs are being held via Zoom, on-site and off-site
- I accompanied Jen to the Wescosville Elem. School to provide notary services during their Open House Thurs. May 25
- Lisa and I accepted financial-related children's books from APCI Federal Credit Union Tues. May 30
- The Executive Committee of the Lower Macungie Garden Club met in the library Monday, June 12
- Began accepting donations for "Plant-A-Row Lehigh Valley" Tues. June 13
- I promoted library programming at the LMT Garden Club meeting Wednesday, June 14

### Relevance

- I provided herbs plants from my garden for the Chit Chat & Craft program, Tues. May 23
- Jen completed four notary appointments in June
- Joined the Friends of LML at their annual picnic Thurs. June 8
- Lisa, Sarah, and Susan represented the Library at the Alburdis Community Day Sat. June 17
- Library staff met with Community Center staff to review security procedures Thurs. June 15 and Tues. June 22

### Fiscal Responsibility

- Friends of LML approved financially supporting a ZoomText Magnifier and JAWS Reader program for low vision users, nearly \$3,000 and possible set-up for lobby information screen
- The audit has been completed and is now under review by Therese and Susan
- The engagement letter for the services of Atty. Gross McGinley has been signed. Susan and the attorney will meet to discuss strategies
- Requested an estimate from the cleaning service to increase to five nights during the summer months

### Communication and Leadership Effectiveness

- Re-posted the part-time Cataloging Librarian position and paused the Marketing/Communications Specialist position and are interviewing
- Natalie and I performed Pam Kiser's three-month review Wed. May 31

### Statistics

- Available in *Box*

## Programming

- Chit Chat & Craft: Decorative Herb Pots, Tuesday, May 23, Attendance: 15
- Great Decisions: Iran at the Crossroads (Chapter 7) presented by Dr. Brian Mello, Chair of Political Science, Muhlenberg College, Wednesday, May 24, Attendance: 10
- Great Decisions: Politics in Latin America (Chapter 5), presented by Dr. Lindsay Burt, visiting Assistant Professor of Political Science, Muhlenberg College, Wednesday, May 31, Attendance: 11
- LML Morning Book Club met virtually Wednesday, June 7 to discuss *Lady Clementine* by Marie Benedict, Attendance: 13
- Great Decisions: Climate Migration (Chapter 8), presented by Dr. Benjamin Felzer, Associate Professor of Earth and Environmental Sciences, Lehigh University, Wednesday, June 7, Attendance: 7
- Books & Beyond met Monday, June 12 at the Superior Restaurant, Attendance: 7
- Healthy Habits for Life: A Commonsense Approach to Healthy Living presented by dietician, Michele Waide from Advantage Nutrition & Wellness, Thurs. June 15, Attendance: 8
- Alburts Community Day, Sat. June 17, Attendance: 119
- Chit Chat & Craft: Stars & Stripes (wreaths and button flags) donated to VFW, Attendance: 10
- May Coloring Passive Program, Attendance: 47
- May Puzzle Passive program, Attendance: 24

## Mark Your Calendar

- Get in the Game, Tues. June 27, 6:30 – 8:30pm
- Silver Mics on the Silver Screen: A Celebration of Hip-Hop's 50th Anniversary, Wed. June 28, 7:00 – 8:30pm
- The library is closed Tues. July 4 for the Independence Day holiday
- The LML Morning Book Club will meet virtually Wed. July 5 10:30am – 12:00pm to discuss *The Midnight Library* by Matt Haig
- Books and Beyond will meet Monday, July 10, 6:30 – 8:30pm to discuss *The Music Shop* by Rachel Joyce
- Scholar Victor Bruno will present *From Liverpool to Abbey Road* Thurs. July 13, 6:00 – 8:00pm
- The LML Morning Book Club will meet virtually Wed. August 2, 10:30am – 12:00pm to discuss *The Good Earth* by Pearl Buck