



LOWER MACUNGIE LIBRARY
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Lower Macungie Library Board of Directors

Meeting Minutes – July 27, 2023

DRAFT DATE – August 23, 2023

Board Attendance: Therese Schweyer, George Doughty, Heather Shirk, Layla Muth, Nancy Latanision, Jason Raines

Board Absence: Erica Dreabit

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

Call to Order: The meeting was called to order by President Therese Schweyer at 5:13 PM.

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

- Consent agenda including June 29, 2023 minutes, Director's report and all committee reports (including Finance report)
- The Board of Directors selected Debbie Jack for the position of Executive Director of the Lower Macungie Library at a salary of \$75,000.00 and a PTO rate of 10.25 hours per month. She will receive Vision, Dental, Life, and Short-Term Disability insurance. She was offered Health insurance, but declined coverage.
- Debbie Jack is added as an approved signer to all appropriate accounts.

Board Planning Session:

- Successfully wrapped up the search for the Executive Director position.
- Heather Shirk has officially been approved as a board member by the LMT Board of Commissioners.
- Board Bylaws
 - Attorney Spitko sent an email with responses which will be reviewed and incorporated into the bylaws.
- Employee Handbook
 - Feedback has not yet been received from Attorney Spitko.
 - Therese will follow up for additional feedback.

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

- Kathee:
 - The Plant a Row project has seen a significant uptick in response. It will run every Tuesday through the middle of October.
 - We now have two notaries and have had 7 appointments over the past month.

- Kathee attended a meeting with the new Secretary of Education for Pennsylvania, Khalid Mumin, via Zoom.
- Kathee attended a PALA forum around sales tax.
- Aimee Joy will be the new Marketing and Communication Specialist beginning August 14. She will work on the marketing strategy with Susan.
- The Summer Reading Program was extremely successful with over 700 registrants and more than 1000 prizes given out.
- The information regarding the nomination for the National Medal for Museum and Library Service is due on September 1.
- Debbie:
 - Debbie created handouts for each staff member to understand more about their likes and preferences.
 - Met with program librarians. September is Library sign-up month and the theme is “Elemental”. Our current members are in the cloud, and each new member is a raindrop.
 - Debbie will be meeting with members of the community and the principals of the schools that are served by the library. Therese will attend with Debbie during the Alburtis meeting.
 - Steve Nemeth, the borough manager of Alburtis, is interested in including information about the library in the borough hall.

Statistics

- Natalie’s report shows that all statistics are going in a positive direction, and the library is very busy

Committee Chair Reports & Next Meeting Dates

Finance:

- Did not meet.
- The library is expecting additional money from the township in the near future.
- Therese and Susan did a financial review of the Annual Report, and the year ended quite well.
- Next meeting TBD

Personnel:

- Did not meet.
- A meeting with Debbie for follow-up needs to be scheduled.
- Next meeting TBD

Facilities:

- Did not meet.
- The temperature ranges in the office need to be adjusted to ensure the comfort level of patrons and staff.

- There are continuing issues with the staff bathroom, and we will reach out to the Public Works department to have them investigate.
- The emergency procedures need to be updated.
- Public Works will be hanging new fire extinguishers throughout the library.
- Next meeting TBD

Marketing

- Did not meet.
- Debbie has some ideas to draw in patrons.
- Aimee Joy will be included in future meetings.
- Next meeting TBD

Nominating:

- Did not meet.
- Next meeting TBD

Friends of LML Update:

- Did not meet.
- Fall book sale - collecting will begin September 5.
- Next meeting - September 16 at 10:00 am to start planning the book sale.

Technology:

- Did not meet.
- Steve Wetzel will add network cabling for RFID. We are waiting until after the summer reading programs are over.
- We would like to get approval from the township for a television in the lobby.
- Next meeting TBD

Old Business

- Susan met with Attorney Cohen to discuss the summons issue and will contact the other attorney to determine how to proceed.

New Business

- Kathee expressed her thanks for the fresh flowers
- There will be a staff breakfast at 9:00 am on Wednesday, August 2, followed by an open house from 10:00 - noon to celebrate Kathee's final few days in the library.

Public Comment

- Jennifer Tyma spoke about Kathee's tenure as Executive Director. Not only does Kathee know libraries, she has the respect of her peers, which were two key things that helped her, and the library, be successful.

Board Meeting was adjourned at 6:18 pm

Next Meeting: Thursday, August 31 at 5:15 pm

Respectively submitted:

Layla Muth

Library Director's Report

(7/27/23)

Objectives

Community Partnership

- Book clubs are being held via Zoom, on-site and off-site
- Began accepting donations for “Plant-A-Row Lehigh Valley” Tues. June 13, ends Tuesday, October 10. Bring produce from your garden, farm stand or grocery store all day Tuesday (10am – 8pm)
- We are partnering with VFW Post 9264 Macungie Memorial Post to honor our local veterans by collecting men’s and women’s socks through August 12 for their hospital stays at the Wilkes-Barre VA Medical Center
- Sarah, Lisa, and I met with LMT Community Center staff Thursday, July 6 (quarterly meeting)
- Lisa set up a StoryWalk on the LMT campus the week of July 10 using an OCL \$500 mini-grant

Relevance

- Jen completed three notary appointments in July
- I attended the Governor’s Advisory Council meeting Thursday, June 29
- I attended a PaLA forum regarding PA library regulations Tuesday, July 11

Fiscal Responsibility

- 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
- Increased the cleaning service to five nights per week during the month of July

Communication and Leadership Effectiveness

- Re-posted the part-time Cataloging Librarian position and Marketing/Communications Specialist position and continue to interview
- Debbie Jack, incoming executive director began her work at the library Monday, July 17
- Natalie is the incoming SPARK reports committee chair and member of the SPARK User Group Board
- Congresswoman Susan Wild has nominated LML for the 2024 National Medal for Museum and Library Services
- My last day is Friday, August 4

Statistics

- Available in *Box*

Programming

- Get in the Game, Tues. June 27, Attendance: 10
- Silver Mics on the Silver Screen: A Celebration of Hip-Hop's 50th Anniversary, Wed. June 28, Attendance: 22
- The LML Morning Book Club met virtually Wed. July 5, 10:30am – 12:00pm to discuss *The Midnight Library* by Matt Haig, Attendance: 13
- Books and Beyond met Monday, July 10, 6:30 – 8:30pm to discuss *The Music Shop* by Rachel Joyce, Attendance: 9
- Fun, Friendship, and Fiber Arts presented by Cindy Fitzpatrick (four wreaths were donated by VFW KOC Challenge) Tuesday July 18, Attendance: 7
- June Coloring Passive Program, Attendance: 99
- June Puzzle Passive program, Attendance: 36

Mark Your Calendar

- Get in the Game, Monday, July 24, 6:30 – 8:30pm
- Scholar Victor Bruno will present *From Liverpool to Abbey Road* Thursday, September 14, 6:00 – 8:00pm rescheduled from Thursday, July 13
- Chit Chat & Craft Adult Craft Night: Kindness Collage, Wednesday, July 26, 6:30-8:30pm
- The LML Morning Book Club will meet virtually Wed. August 2, 10:30am – 12:00pm to discuss *The Good Earth* by Pearl Buck
- Books and Beyond will meet Monday, August 14, 6:30-8:30pm at The Deck at the Shepherd Hills Golf Club (1160 S. Krocks Rd Allentown). If it rains the meeting will be inside at The Foundation Tavern at the Golf Club