

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
July 8, 2024**

Call to Order: President Linda Roebuck called the meeting to order at 4:30 p.m.

Attendance: Linda Roebuck, Karen Schreiber, Lori Madara, Kathy Felker, Diane Benson, Janet Howard, Romeris Perez, Kelly Gorski, Norma Rutt, Judy Kutzamanis.

Also Present: Melissa Carroll, Directress; Eileen Simms, Assistant Director.

Consent Agenda: Kathy made a motion to accept the June 2024 Minutes and the June 2024 monthly Library report. Janet seconded it. The motion passed unanimously.

Treasurer's Report: The June 2024 Treasurer's Report was filed for audit.

Correspondence: Up to date.

Library Director's Verbal Report:

- Melissa and Linda met with Tanner to go over Staff Bathroom renovations on 6/3.
- Melissa and Linda attended the Lions Club dinner for a Library Presentation on 6/11.
- Helped Board Members with Certifications on 6/12.
- Annual Meeting with Becky on 6/14 to review Library.
- Sarah and Melissa attended the Teen Reading Lounge Meeting on 6/25.
- We hired New Cleaning company- DBS Solutions on 6/20.
- We had a successful staff Meeting on 6/25 to discuss monthly topics and upcoming programs and look forward for Fall.
- SPARK Forum Meeting 6/26.
- Met with Tim from DBS Solutions 6/19.
- Met with Muhlenberg school district personnel re: partnering for summer & publicizing TRL & summer programs - 6/6.
- Started Receiving Craft Fair Checks.
- Completed Waffle for Upcoming SALSA Report 6/6.
- Program Highlights.
- Summer Quest Kick off 6/8 - 98 people.
- Master Pollinator Class 6/15 - 101 attendees.
- Fall & Winter Program Meeting 6/24.
- TRL Summer Session Started on 6/10.

- Working on the “inside” large projects for our Rozzi Grant. We have already had the Liberty Door Company, Fromm Electric, Essig, and several other companies in the building and have started our renovations.
- Spoke with Paul Brooker who will be doing our taxes for the second year to acquire Audit Requirements.
- Began an adult gaming program. Adults would be able to come in and play cards, dominos or do a puzzle. Program is on Mondays and Tuesdays 10am till 12pm.
- We created a program for Fitness. Adults who are interested in working out can come with their workout mats and we could put on workout DVDs and have occasional workout teachers who are willing to come in and teach. Program is on Monday evenings 6pm till 7:30 pm and Wednesday Mornings 10am till 11:30 am.
- Decided to make Crochet Collective Saturdays a passive program for the Summer Months of June, July and August. Starting September we will be having regular classes on Saturdays.
- We are planning different Adult Events for the Fall.

Assistant Director’s Report:

Adopt a Program is going well. We have had 26 plates made. So far \$530 has been collected from this program. Esther Anderson’s family has been a large supporter of this program. We will continue this throughout the year, and highlight it for the holiday season, birthdays, etc.

The board asked Eileen to make sure that JP Mascaro & Sons, Redner’s and Steve Wolfinger get a name plate in a book for their continuous support of the library.

The board also asked Eileen to prepare a summary of the number of patrons during the morning, afternoon and evening.

Personnel: Abby Sabatucci will continue working part time after the summer.

System Meeting: Will be held in August.

Old Business:

Fundraising Committee Updates –

- Restaurant Fundraisers:
 - Austin’s and Coastal Grille – September 23 - all day
 - Anthony’s Coal Fire – October 23 – all day
 - Chick fil a – November 11-16 THIS IS ALL WEEK – all day
 - Margherita’s – December 10 – 4pm – 8 pm
- Mess-tival – August 10 – selling hot dogs, chips, and books
- Flea Market – September 21 – food table
- Book Sale – October 10 & 12
- Craft Fair – October 18 & 19
- Trunk or Treat – October 26
- Holiday Trail of Lights – December 14

Lease Review – no news.

New Business:

- The Breast Cancer Coalition will be at our Library in November. It is to bring awareness to their organization and to celebrate survivors. Our Library will be hosting a celebration, and we will invite the newspaper, 69 News, and local government officials. More information to follow.
- Building renovations:
 - 7/9 the front door company will be coming in to meet with Ken Paterson from the School District to go over the requirements. The School District will install electricity for the new doors.
 - 7/15 the ladies' room should be started by Jud Firestone.
 - 7/15 the painters will begin painting the outside.
 - 7/15 the TV should be installed on the wall in the teen room.
 - Shelving ordered for the main library area.

Karen will check with the former Glidden Paint contact to see if we would be able to get our paint donated.

AED device – Norma contacted Ann Marie Kline and there are no donations from Tower Health at this time.

An AED device from the Superstore quoted a price of approximately \$2750 with a \$250 discount if ordered in July.

Norma has a contact that will do the training for \$40 per person. There was another quote for \$1,000 for ten people.

- Request of Staff – Melissa was instructed that all emails need to be acknowledged in a quick timeline. An answer to the email may not be available, but the email needs to be acknowledged (during work hours) that it was received and that an answer will be forthcoming.

Upcoming Events:

August

10th Mess-tival and book sale (outside)

12th Board meeting

16th Picnic 5 – 8 Jim Dietrich Farmhouse

23, 24, 25 Riverfest – contact Karen and/or Kelly to volunteer

September

9th Board meeting
21st Flea Market – Jim Dietrich
23rd Austin's & Coastal Grill fundraiser

October

5th Temple Halloween Parade
10th & 12th Big Book Sale
14th Board Meeting
18th set up for the craft fair
19th Craft Fair
23rd Anthony's Coal Fire Pizza fundraiser
26th Trunk or Treat

November

11th Board Meeting
11-16 Chick-fil-A (all week)
21st to Dec. 5 Breast Cancer Coalition

December

7th Christmas Open House – Children's party
9th Board Meeting followed by the Christmas party.
10th Margherita's fundraiser
14th Holiday Trail of Lights

Adjournment: The meeting was adjourned at 5:40 p.m.

Next Meeting: **Fundraising Meeting Monday, August 12, 2024, at 4:30 p.m.**

Friday, August 16, 2024, at Jim Dietrich Farmhouse 5:00 – 8:00 p.m.
(bring a dish to share)

