

**Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
June 10, 2024**

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

**Attendance:** Linda Roebuck, Judy Kutzamanis, Norma Rutt, Diane Benson, Janet Howard, Lori Madara.

**Absent:** Kathy Felker, Karen Schreiber, Kelly Gorski, Romeris Perez.

**Also Present:** Melissa Carroll, Directoress; Eileen Simms, Assistant Director; Becky Wanamaker, District Consultant.

**Consent Agenda:** Norma made a motion to accept the May 2024 Minutes and the May 2024 Library Report. Judy seconded it. The motion passed unanimously.

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

**Correspondence:** Up to date.

**Library Director's Verbal Report:**

1. Attended the School Board meeting on 5/6.
2. Spoke with our accountant, Paul Brooker, on 5/4 about continuing as our accountant. We don't want him discussing our business with any of his other clients, and we don't want him discussing his other clients with us.
3. Attended the Directors Forum Meeting on 5/9.
4. Attended the MCL Board meeting on 5/13.
5. Met with Nathan from Liberty Door on 5/14.
6. Attended the Directors Forum Meeting on 5/11.
7. I had the annual meeting with Beck Wanamaker, from the County, on 5/16.
8. New Director Cohort, 5/15.
9. Met with Essig on 5/15 about the heating/cooling system.
10. Met and hired DBS Cleaning as the new cleaning company. They will also clean and seal the bathroom floors.
11. SPARK meeting was held on 5/30.
12. Met with Muhlenberg School District personnel, partnering for the summer and publicizing TRL and the summer programs.
13. The Wellness Fair on 5/4 was well attended. 375 patrons.
14. Muffins & Moms on 5/11 was successful with 55 patrons.
15. Nellie Walter on 5/7 had 30 patrons attending.
16. The Township Flea market food table was May 19 and we netted \$887.

**Personnel:** Abby Sabatucci has been hired for the summer to assist Sarah in the youth programs area.

**System Meeting:** Linda attended the May 15<sup>th</sup> meeting for our Library. A new state/federal requirement is being proposed to have the County Library System monitor building maintenance for Libraries that are requesting grants for building improvements. The next meeting will be in August.

**Old Business:**

Fundraising Committee Updates –

- Flea market - \$887 was profited from the May flea market.
- Craft Fair – Approximately 30 vendors have signed up so far.
- Spring Donations – so far \$4,860 has been raised for 2024. \$5,693 was raised in the 2023 Spring campaign.

Lease Review – Bob Longley (our insurance agent) is communicating with Muhlenberg School District's insurance agent to update the insurance language in the lease renewal.

**New Business:**

Building Renovations – the Rozzi grant money has come in.

- Berks Fire & Water has cleaned out all of our vents in the building.
- We received a bill for \$5,350 from the school district for the M, the Library outside building sign, and power washing of our building.
- The front door will be wired for the push/automatic door opener, plus the panic button.
- The side glass door has been ordered. This door has increased in price by \$8,000 because the frame is inside the concrete so more work is involved and the price of the door has increased since last year.
- The water cooler has been installed and has a filter for better drinking water.
- The staff bathroom is being updated to the Staff/Handicap bathroom. A new toilet has been installed, a new faucet, and the lockers have been removed.
- Within two weeks Jud Firestone should begin work on the ladies rest room.
- The new cleaning company will cleaning and sealing the rest room flooring.
- Fromm will be ordering our lighting fixtures and the school district will install them for us.

Decorated front doors – Amber Lowery has donated her artistic talent and has decorated our front doors. Absolutely beautiful! Our patrons (young and older) will enjoy looking at the doors and admiring the talent Ms. Lowery has shared with us.

**Adjournment:** The meeting was adjourned at 5:25 p.m.

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**Next Meeting**                      **Monday, July 8, 2024 at 4:30 p.m.**

**Library Picnic**            **Friday, August 16, 2024**    **4:00 – 9:00 p.m.**    **Jim Dietrich**  
**Farmhouse**