

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

**Call to Order:** President Linda Roebuck called the meeting to order at 4:34 p.m.

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

**Absent:** Romeris Perez.

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

**Consent Agenda:** Karen made a motion to accept the consent agenda for March 2024. Diane seconded it. The motion passed unanimously.

**Treasurer's Report:** The March 2024 Treasurer's Report was filed for audit. The Rozzi money is at the desk of the Auditor General's office for signature.

**Correspondence:** The thank you letters for the spring donations are current. There were a few issues with Donor Snap, but they have been worked out.

**Library Director's Verbal Report:**

- The spring mailer has brought in \$3,140.00 so far. Melissa will get the spring and fall donation amounts from previous years to compare year to year.
- The spring raffle baskets brought in \$610.00.
- The eclipse glasses donations totaled at least \$800.00 profit. Eileen had the great idea to sell them.
- The library is still selling bookmarkers as a fundraiser.
- Jewelry is being collected to sell for kids to purchase for mothers for Mother's Day.
- The Nellie Walter event that was cancelled on March 12<sup>th</sup> was rescheduled to May 7<sup>th</sup>. The library is now taking reservations for that date.

- CE Cole 4<sup>th</sup> graders are visiting the library and receiving library cards. They will visit the library twice a month and are able to check out two books at a time. If this program goes well, we will try it with the high school students.
- Sarah is doing an excellent job with all the youth programs.
- The library is trying to coordinate with local senior centers to bring them into the library for games, crochet, and socializing.
- A possible new program would be to take a box of books from the book sale and drop them off at Rittenhouse, and they can read those books and then later the library would exchange those books for other books.
- Alex is still accepting businesses to participate in the Wellness Fair being held on Saturday, May 4<sup>th</sup> at our library. She has been working diligently, coordinating all aspects of this event.

**Personnel:** All is well. Melissa would like to hire one other part-time person to fill in for vacations and a few hours a week to round out the schedule.

**System Meeting:** Next meeting is in May.

### **Old Business:**

#### Fundraising Committee Updates

- The next restaurant fundraiser is on 4/10 at Texas Roadhouse.
- The flea market is May 18 (rain date May 19) – papers were passed around for board members to sign up what hours they will work at the food booth, and what food items they will donate.
- Pizza Como restaurant will be held on May 15 & 16.
- Karen suggested a Mother's Day bouquet of Lottery Tickets to use as a special raffle. Karen and Kelly will donate a total of \$100 in Lottery Tickets. The drawing will be held on Saturday, May 11, at the Mother's Day Tea being held at Jim Dietrich's Farmhouse.
- There will be raffle baskets at the beginning of the Summer Reading Program.
- The Harvest Craft Fair is tentatively planned for Saturday, October 19, 2024. Eileen will check on the High School portal to reserve the gym for our use.

Lease Review – Bob Longley has returned the lease with suggestions he has made for the library. Bob has been in contact with the school’s attorney, and we will wait for Bob to keep us up to date.

**New Business:**

Library Week – The week of April 10<sup>th</sup> is Library Week. April 11<sup>th</sup> is library staff appreciation day. Lunch will be provided for all our staff.

Advertising – the library staff and board will develop a new strategy for advertising our fundraising events and all the library events. We need to be reaching a lot more of our patrons, instead of our patrons searching for what the library is doing.

On Facebook having the Library Author add @followers seems to be reaching more people.

The board also wants Tara to send out emails frequently about the different fundraisers that will be coming up. A schedule of the frequency will be given to Tara.

Tara does post our events on a lot of different sites, but we need to try to do something different to increase exposure.

Adjournment: The meeting was adjourned at 5:50 p.m.

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Next meeting: Monday, May 13, 2024 at 4:30 p.m.