

Muhlenberg Community Library
Board of Trustees Meeting Minutes
September 9, 2024

Call to Order: President Linda Roebuck called the meeting to order at 4:35 p.m.

Attendance: Karen Schreiber, Kelly Gorski, Kathy Felker, Norma Rutt, Diane Benson, Linda Roebuck, Lori Madara.

Absent: Judy Kutzamanis, Romeris Perez, Janet Howard.

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

Consent Agenda:

Karen made a motion to accept the July Minutes. Kelly seconded it. The motion passed unanimously.

Karen made a motion to accept the July and August Library Report. Diane seconded it. The motion passed unanimously.

Treasurer's Report: the July and August 2024 reports were filed for audit.

Correspondence: Up to date.

Library Director's Verbal Report:

- Summer Reading and Messtival had over 400 participants.
- Sarah had a lot of fun activities for the children and youth programs.
- KinderCamp was held at the Library. Over 100 incoming Kindergartners for the 2024-25 school year, separated into four groups over two days, visited the library.
- Attended several Back to School events with the Muhlenberg School District.
- Met with MEC Principal about going forward with future collaborations.
- Set up a program for the mobile Giant Immunization Van to visit the library
- Completed Q3 initiative and started Q4 Passport Initiative.
- Signed up for PALA Conference Oct 6-9. Melissa, Eileen and Sarah will be attending this year.

- Met with the accountant Paul Booker, several times.

Assistant Director's Verbal Report:

- The Adopt a Book program is continuing. Eileen made a book plate for Redner's and will do one for JP Mascaro & Sons. Each will have it posted on the library Facebook page, tagging the individual business' Facebook page. This is being done as a thank you for all of their support.
- Patron attendance: a study of the number of patrons visiting the library during the late evening hours will continue.
- Nellie Walter fundraising events – there have been five dates scheduled for 2025. Thirty tickets have been sold so far for the October 8th event.

Personnel: Abby is living on campus this semester so she will see how her schedule goes and see if she can continue working part time at the library. Ben is a new volunteer on Tuesdays and Thursdays. He is going to school with the goal of getting his master's in Library Science.

System Meeting: Was held in August. There are a lot of open positions in many of the libraries in the county. The system was considering implementing fines for those libraries that do not have directors. Lack of employees is an ongoing problem throughout the county libraries.

Old Business:

Fundraising Committee Updates:

- Flea Market – September 21 (rain date September 22) meet at Jim Dietrich at 6:00 a.m. the event is from 8:00 a.m. to 1:00 p.m. A sign-up sheet was filled out with who is bringing various food items.
- Austin's – Coastal Grille is being held on September 23.
- Book Sale – will be on October 10th and 12th. Linda has volunteers set up.
- Craft Fair – October 18 is the set-up. All hands on deck at 3:30 to prepare for the vendors coming at 5:30 p.m. Some of the Boy Scout Troop 155 will be

there Friday night to assist vendors, and also on Saturday at 1:00 p.m. to assist in tear down.

The soup makers will be provided with containers at our October meeting for their items.

- Trunk or Treat will be on October 26. If you have time to volunteer that would be great.

Lease Agreement –

The updated lease agreement should be returned to us sometime in September or October.

New Business:

Building Renovations – everything is on track. The last big project will be the side glass doors, and they should be installed by the end of Sept.

Decorating the library will begin in the coming weeks. Melissa has plans to revive the library to make it a warm and welcoming building.

Policy Review –

Library of Things – so far there is only one item that has not been returned after check out, the telescope. Efforts have been made to contact the patron that checked it out, but it has not been successful. The board directed Melissa and Eileen to check the cameras to try to identify the person before the files are overwritten.

Diane made a motion to accept the Library of Things policy with the suggested changes. Kathy seconded it. The motion passed unanimously.

Collection Development – Karen made a motion to accept the policy as written. Kelly seconded it. The motion passed unanimously.

Hours of Operation – Lori brought up having the Board vote to open the library on Fridays again. Melissa and Linda said that subject should be revisited in January.

Adjournment: The meeting was adjourned at 6:00 p.m.

Next Meeting; **Monday, October 14, 2024, at 4:30 p.m.**