

Muhlenberg Community Library  
Virtual Board of Trustees Meeting Minutes  
May 11, 2020

**Call to Order:** The meeting was called to order at 6:27 p.m. by President Linda Roebuck.

**Attendance:** Linda Roebuck, Joe Yarworth, Joan Crater, Diane Benson, Judy Schwambach, Cathy Meck, Terry Heckman, Karen Schreiber, Lori Madara.

**Absent:** Kathy Felker.

**Also Present:** Melissa Adams, Library Director.

**Consent Agenda:** Joe made a motion to accept the consent agenda from the March meeting. It was seconded by Joan. The motion passed unanimously.

**Treasurer's Report** was filed for audit.

**Correspondence:** Melissa has had the Library mail mailed directly to her home. Linda asked her to check to make sure that she is getting the bank statements, insurance correspondence, etc.; those that have do not forward marked on it. Melissa has been communicating with the insurance company via email. She will check with the bank.

**Library Director's Verbal Report:**

A reopening plan has tentatively been created. Melissa has listed the phases of opening, per the directives of the Governor's office.

Summer Quest, the summer reading program will all be virtual for 2020.

The main Fire panel had to be replaced due to a virus. This is the third panel in one year. There may be a possible labor charge.

Hot water system – There is not any hot water in the Library. Essig Plumbing will be out to check to see what is going on. We may need to possibly replace existing water heater. With the importance of washing hands and using warmer water, this is necessary to fix as soon as possible.

Funding – there is a possible reduction from funding entities, which will affect the Library for the next few years, i.e., the State, Township and County funding.

Melissa applied for a BCCF grant and received \$2,000.

Melissa also applied for a PPL Loan, which will provide for our payroll needs. She is working on getting the staff back in to work from home more regularly. She will speak to all of them to get set up.

We will need strong business sponsorships to help us get over the loss of our fundraisers that were canceled this spring and possibly this summer.

We need to think of having virtual fundraisers for the future – raffle baskets and auctions.

**Personnel:** The staff had been furloughed and is now being brought back. One person, Amanda Schoop, a substitute library assistant, did not return because she got full-time employment elsewhere.

Lee Beth Cranmer was rehired as a temporary part-time Assistant Manager to help during COVID-19 and in the planning of the implementation of the reopening of the Library.

**System Meeting:** Will be held virtually on May 20, 2020.

**Old Business:**

- A. Fundraisers:
  - i. Flea market – spring was canceled, possibly will have it in the fall
  - ii. Nellie events – July will most likely be canceled and the ones for Aug, Sept, Oct, and Nov are possibly going to be canceled.
  - iii. Mini-golf – waiting to see if the state is open again. The summer playground may be canceled, and they were a big supporter of this.
  - iv. Riverfest – the Township is still planning on this event. More info to follow.
  - v. Bingo – tentative – school will need to be open to host this.
  - vi. Fall mailing – not sure if we can get the printed envelopes because the CTC has been closed. Can get printed copies of our flyers from the County Library System and may have to go to a printing place for the envelopes.
  - vii. Fall book sale – tentative – may have to hold it outside.
  - viii. Election Day (in November) planning on a bake sale/raffle if the Library is open for patrons.
  - ix. October and December raffles
- B. Business Sponsors – still need more. Not sure what the business climate will be in 2020.
- C. Staff/volunteer picnic – held in August. That is on hold for now.

**New Business:**

- a. Re-distributing collection materials funds. Melissa asked that funds be moved around for more digital books than in stock books, due to the uncertainty of when the Library will be reopened. She would also like to look into getting more technical services for our patrons, like Hot Spots and more digital material. Joe made a motion to allow Melissa to redistribute the funds to meet the needs during this time. It was seconded by Karen. The motion passed unanimously.
- b. Purchasing PPE materials/equipment. Most of the products can be funded by the regular amount in the budget. Melissa was asking for funds to be able to purchase plexiglass dividers for the computer areas and the collection desk, fabric masks for the staff, automatic soap dispensers, auto hand sanitizers. Some materials may be available from the Berks County Emergency Funds for the PPE. Joe made a motion to explore the purchasing of these items as needed, up to \$1,500. The motion was seconded by Joan. The motion passed unanimously.

- c. May need to have the cleaning service come in more often, especially to clean the bathrooms and to sanitize tables and work areas.
- d. Reopening plans, the County Library System has recommendations for reopening. During the first phases of the Library reopening we could use the vestibule to leave books and other materials that were checked out over the phone and put placed on a table so the patron could pick up during assigned times, which will be a contactless exchange. Reopening needs to be flexible because of all of the unknowns that could occur. Opening will need to go slowly so the staff is able to handle the amount of business.
- e. At this time, all fundraisers are on hold.

**Adjournment:** The meeting was adjourned at 7:34 p.m.

**Dates to Remember:**

Next Meeting

**Monday, June 8, 2020 at 6:30 p.m.**