

**Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
May 13, 2024**

Executive session was held at 4:30 p.m.

**Call to Order:** President Linda Roebuck called the meeting to order at 4:38 p.m.

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

**Absent:** Romeris Perez, Janet Howard.

**Also Present:** Melissa Carroll, Library Directress.

**Resignation:** Lori Potteiger resigned from the board.

**Consent Agenda:** Karen made a motion to accept the April meeting minutes and April Library Report. Kelly seconded it. The motion passed unanimously.

**Treasurer's Report:** Karen questioned the 4500 account number on the financial statement. Melissa explained that those monies are from online donations the library received.

**Correspondence:** is up to date.

**Library Director's Verbal Report:**

The eligible library staff met with Mr. Lasko to set up their IRA accounts.

Director's Forum was 4/11 and SPARK Users Meeting was held 4/17. The system is still trying to figure out how SPARK works.

Summer Reading Program - Melissa has been helping Sarah set up the different aspects of the summer reading program since this is Sarah's first year.

Sarah is interviewing teen volunteers to help at the library this summer.

Adopt a Book is going well, and it will continue all year.

Nellie Walter's May 14<sup>th</sup> event has 29 people signed up so far.

Sarah visited the Albright Learning Center and she met with 7 classes with about 11 students in each class.

STEM Saturdays are going well. The library is receiving more computers and items from the computer grant.

Teen movie night went well and will continue. Sarah asked our local Dominos to donate a pizza, and they did plus they will donate pizza each month for movie night.

23 classes from CE Cole have visited the library.

The jewelry sale is going well. There are a lot of items for sale.

Spring mailer has brought in over \$4,000. Melissa will get the comparison numbers from previous years to share with the board.

Wellness Fair was held May 4, and it was well attended. Almost 400 people came into the building that day.

Melissa prepared a chart to show when clearances and mandated reporting policies need to be renewed by individual Board members.

**Personnel:** Colton will be starting on May 15 for the summer.,

**System Meeting:** will be held on May 15, 2024. Linda will be going to represent our library.

**Old Business:**

Fundraising Committee Update – the spring book sale brought in approximately \$600.

The flea market will be held on May 18, rain date May 19. Sign ups have gone around so board members can sign up for what they will bring and what hours they can work the food booth.

Lori will choose designs to use to advertise the Harvest Craft Fair and send those to Tara. Lori asked Linda or Melissa to ask Tara Flowers if the school could put the craft fair on their physical calendar that is mailed to all residents in the township. The school normally only puts in events that are directly school related, so we are not sure if this will be possible.

