

Muhlenberg Community Library
Board of Trustees Meeting
Minutes July 8, 2019

Call to order: The meeting was called to order by President Judy Schwambach at 6:30 p.m.

Attendees: Joan Crater, Lori Madara, Judy Schwambach, Diane Benson, Cathy Meck, Joe Yarworth, Terry Heckman, Linda Roebuck.

Absent: Karen Schreiber and Kathy Felker.

Also Present: Melissa Adams, Director and Eileen Simms, Assistant Director.

Consent Agenda: Diane made a motion to approve the Board Minutes for May and the Monthly Library Report for May and June, seconded by Joe. The motion passed unanimously.

Treasurer's Report: The June report was filed for audit.

Correspondence: None.

Library Director's Report: School maintenance personnel noticed that one of the air conditioning units on the roof was not working at all. Essig was called to inspect the units and it was put back online. We need to get the condenser and coils cleaned. That's not part of our service contract. Essig will do the work.

Personnel: Eileen Simms has been hired as the new Assistant Director. She started on July 1, 2019.

System Meeting: None this month. The next meeting is August 21, which Joe will attend for our Board.

Old Business:

The Community Room is completed and is already being rented out. It is a great representation of our beautiful Library.

Fire Alarm system is almost complete. Need the lock box put in place and then the Township Fire Manager to come out.

The Book Sale in June netted a profit of \$540.00. The left-over books were donated to the Oley Library.

Our picnic will be held on August 16 at Jim Dietrich Park in the farmhouse. Joan volunteered to host the picnic next year at her home.

Purse Bingo is quickly approaching. Items are needed to use in raffle baskets for this event. Please ask businesses to donate.

Summer Sandwich Sale – Lori will collect the green tickets from Mario to see how many were sold in June.

New Business:

Riverfest is August 24 & 25. Need volunteers to sign up to help those days. All volunteers must wear a hat, the gloves will be provided. West Lawn UMC is donating the grill, funnel cake equipment and ice again this year. Linda is checking with Sweet Street Desserts about individually wrapped desserts to sell at our stand. Melissa is checking with the County Library System to get our signs printed and laminated.

Lori will check with Texas Roadhouse about hosting a Muhlenberg Community Library night at their location, with a percentage of the proceeds going to our Library.

Our insurance carrier suggested a Library Abuse Prevention Policy to be added to our policy with all Board members, employees and

volunteers signing in agreement. Melissa has condensed their suggestion and has handed out a copy to our members tonight. Please read this policy and mark down any suggestions as we will vote on this policy at our September meeting.

Adjournment: The meeting was adjourned at 7:40 p.m.

Dates to Remember:

Picnic	August 16, Jim Dietrich Park
Riverfest	August 24 & 25
Next Meeting	September 9, 2019 at 6:30 p.m.
Purse Bingo	September 22, 2019