

Muhlenberg Community Library
Board of Trustees Minutes October 14, 2019

Call to Order: President Judy Schwambach called the meeting to order at 6:30 p.m.

Present: Kathy Felker, Diane Benson, Joe Yarworth, Judy Schwambach, Cathy Meck, Linda Roebuck, Lori Madara, Joan Crater.

Absent: Karen Schreiber and Terry Heckman.

Also Present: Melissa Adams, Library Director.

Consent Agenda: Diane made a motion to approve the September Minutes and Library Report; Linda seconded it. The motion passed unanimously.

Treasurer's Report: was filed for audit.

Correspondence: Thank yous are being sent out for the fall campaign.

Library Director's Report:

The 2018 audit is complete.

Teen Reading Lounge – the new grant will run from Oct. 1, 2019 through September 30, 2020. \$7200 will be paid in October and then \$800 after PHC receives the final materials. Report needs to be filed by September 30, 2020.

Matching funds – we have received over \$10,000 in business donations. All paperwork has been submitted to the Township and we are waiting for the check.

The local chapter of the Patriotic Order Sons of America has reached out to discuss giving the Library a sizeable donation. They are disbanding this chapter and merging with another chapter.

Emergency Action Manual – Melissa created an emergency manual as a procedural guideline for staff. She looked at other libraries and what their manual included and then designed a manual for MCL.

Fire System – the fire panel was destroyed, likely due to a power surge. It was under warranty and has been replaced. We are still waiting on the Knox Box to be put in place.

Personnel: There are two positions available; Library Assistant and Library Assistant/Adult Programming Coordinator.

System Meeting: Joe went as our representative, and it was a routine meeting.

Old Business:

Judy and Joe contacted Attorney Tim Bitting for legal advice regarding having sex offenders in our Library. Each situation is different, so it would have to go on a case by case basis. Melissa can call him with any questions.

Fundraisers - November 7, will be our Dine In at Texas Roadhouse from 4:00 – 10:00 p.m. We will be offering one raffle basket; drawing will be at the end of the evening. Tickets will be 3 for \$5.00.

Crossroads agreed to do a Dine In fundraiser for us also. Kathy will be coordinating the date.

Donation envelopes – Judy thanked all the volunteers that were a part of getting all the envelopes stuffed and addressed and sent out.

The Halloween Event will be held on October 19.

New Business:

Abuse Policy was handed out to each member. They are to review it and return the signature page to Melissa. All Trustees and staff will have to take mandated training. All Trustees were also asked to get their Child Abuse and Criminal Records clearances to be kept on file in the Library.

Artwork for donors – possibly in the front entrance have a tree that people can purchase a leaf for in the name of someone they choose. The size of the leaf could depend on the amount that is donated.

Nominating Committee consists of Joe Yarworth, Karen Schreiber and Linda Roebuck. They will get together and come up with names of those Trustees that would like to hold an office.

Christmas party will be held on December 9th, 2019 after our meeting.

Ideas for 2020 fundraisers – Isaacs, Friendly's, Froyo Yogurt, Blind Hartman's Tavern, Jersey Mikes, Dine Out (based on the Best Kept Secrets tours).

Dates to Remember:

Next Meeting Monday, **November 11, 2019** at 6:30 p.m.

Texas Roadhouse Fundraiser Thursday, **November 7, 2019**