

**Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
September 12, 2022**

**Call to Order:** President Linda Roebuck called the meeting to order at 4:40 p.m.

**Attendance:** Linda Roebuck, Lori Madara, Terry Heckman, Karen Schreiber, Diane Benson, Norma Rutt.

**Absent:** Kathy Felker, Concepcion De Los Santos.

**Consent Agenda:** The July minutes were updated to include that there was no vote on the consent agenda for June because a quorum had not been met. Diane made a motion to accept the June consent agenda. Terry seconded it. The motion passed unanimously.

Norma made a motion to accept the July consent agenda. Karen seconded it. The motion passed unanimously.

**Treasurer's Report:** Was filed for audit.

**Correspondence:** Is up to date.

**Library Director's Verbal Report:**

Library Business

- Signed the Updated District Agreement with added state funds, which is in effect from July 2022 to June 2023.
- Small Games of Chance License renewal is in process, notarized signature is needed.
- 2021 audit was submitted to the county and district today (they forward to the state).
- SAH, Inc. did an inspection and fire alarm alarm test
- The school is handling some upkeep with the light fixtures and looking into a roof leak that has worsened recently.

## Fundraising

- Our September Nellie Walter event sold out. We have sold 18 tickets for the October 4th event.
- Harvest Craft Fair vendor spaces are filled.

## Programming & Outreach

- Summer Quest was a big success!
- Fall programs begin next week following a brief end of summer planning period.
- The Summer Carnival was held this past weekend, after being rescheduled due to Covid.

## **Personnel:**

- Colton Friedersdorf, who was hired for the summer, went back to school.
- Paige Henry was just hired late last week as a library assistant. She is scheduled to start on Wednesday.

**Systems Meeting:** It was held August 17<sup>th</sup>. Linda attended. The state has provided a 17% increase in the budget for libraries across the state.

The Library of Things – each library will have items to share. They will be cataloged and signed out just like a book. It could be baking pans, tennis rackets etc., things people may only need to use once in a while.

## **Old Business:**

The September Flea Market brought in \$508.25 profit.

Craft Fair – the vendor tables are sold out. We will be asking for donations of baked goods and soda for this event. We need raffle basket donations. Norma will be contacting churches in our area and social groups to advertise for our fair.

Holiday Trail of Lights will be December 10<sup>th</sup>. We need raffle basket donations for this event.

The children's holiday party will be held during the morning of December 10<sup>th</sup>.

Employee Handbook – Kathy is working on this update, and we will talk about it at the October meeting.

## **New Business:**

Strategic Plan – Kathy is working on this.

New members – we need to recruit new members to join our group.

Business donation – JP Mascaro has donated \$2,500 to our library.

County Book Fair 2023 – will be held at the former Gai-Tronics building in Mohnton.

Patron (P.C.) caused a disturbance on September 10, during the Summer Quest Carnival. He was asking for office supplies, complaining that the kids were making too much noise, too many people there. Melissa told him his behavior was unacceptable and it needs to stop. Linda has talked to him before about his behavior. In the past he has stayed until closing and after staff has checked the restrooms and turned out the lights in the restroom, he has then proceeded to use the bathroom, leaving the lights on and not flushing the toilet.

**Adjournment:** The meeting was adjourned at 5:50 p.m.

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**Next Meeting:           Monday, October 10, 2022, at 4:30 p.m.**