

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
December 11, 2023**

Call to Order: President Linda Roebuck called the meeting to order at 4:25 p.m.

Attendance: Linda Roebuck, Karen Schreiber, Janet Howard, Diane Benson, Norma Rutt, Lori Potteiger, Kathy Felker, Lori Madara.

Also Present: Melissa Carroll, Library Directress; Eileen Simms, Assistant Directress; Judy Kutzamanis; Romeris Perez; Kelly Gorski, Parks & Rec.

Consent Agenda: Karen made a motion to accept the November Minutes and Library Report, Lori P. seconded it. The motion passed unanimously.

Treasurer's Report: The August, September and November Treasurer's Report was filed for audit.

SEP contribution – Karen made a motion to contribute 1% of eligible employees' salaries for the 2024 calendar year. Kathy seconded it. The motion passed unanimously.

SEP for 2023 – Norma made a motion to contribute 5% of Eileen's salary for 2023 to her SEP account. Karen seconded it. The motion passed unanimously.

2024 Budget – Lori P. made a motion to accept the proposed 2024 budget. Norma seconded it. The motion passed unanimously.

Correspondence: The thank you letters for fall campaign are up to date.

Library Director's Verbal Report:

Library Business:

We have received a total of \$10,099.48 in business donations this year. This includes the Trail of Lights Donations that have not been received yet. Holiday raffle baskets were displayed and posted to social media. Sent Library Nominations to System. We received our PA Forward Gold Star. We completed all 16 tasks.

Programming & Outreach:

Thanksgiving take home crafts were displayed and given out.

The Holiday Open House was a success.
We currently have some displays related to holiday preparations as well as a gift wrapping station for patrons to use at their convenience.
Crochet Collective is an ongoing adult program that we are going to expand on in the New Year.
We plan on growing our Dayspring Adults program in the New Year.

Personnel: Aiden Ring was hired as a library assistant and is being trained. Colton will be working in January to help cover vacations.

System Meeting: The meeting was held on November 15th. Linda attended for our library. March of 2024 will be the annual awards ceremony.

Old Business:

Employee Handbook/Personnel Policy – revisions will be made to update the SEP account information.

Fundraising Committee Updates –

Holiday Trail of Lights:

We had 40 cars that purchased a ticket to enjoy the Trail of Lights on Saturday, Dec. 9.
There were 153 people in those cars.

We raised \$2,250 in sponsorship money, which doubled to \$4,500. The revenue from the cars is \$1,000 and the money raised on the raffle is \$595.00. All in all we raised over \$6,000 on this one-day fundraiser.

We had 31 families that brought back their poker hands to the library. Out of those poker hands we had three families that had flushes (5 cards of the same suit). According to the rules that went along with the poker run....in case of ties, spades is dominate, followed by hearts, diamonds and clubs. Sherri Mengle had a King high flush in spades, Kenneth Parker had an Ace high flush in diamonds and Jean Krieder had a Jack high flush in diamonds. Sherri Mengel is our winner of the Poker Run. When the winner is announced on Facebook, we should tell people how the winner was chosen since there were three flushes.

We will get thank you notes out to the homeowners (along with a thank you gift – 2 will get door mats and 3 will get \$25 gift cards). The Arts Board will cover this cost.

Thank You's will go out to the Sponsors as well, this week. If a Thank You could go out on Facebook from the library, that would be great. If we could include their company logos for the House sponsors and Poker Run sponsors that would look better than just their names listed. Attached is the full list of sponsors.

Santa \$500 – House Sponsor:

Advanced Comfort Specialist
Broad Green Acres
Fidelity Brokerage Services

Reindeer \$250 – Poker Run Sponsor:

Filament Innovations
Met Ed
Life is Better Traveling

Elf Raffle Donation:

BJ's Warehouse
Bosco's
Chick-fil- A
Redner's Market
Sheetz
Texas Roadhouse
Unique Pretzels
Pepperidge Farms
Longwood Gardens
Snowman – Give-Away Item
Advanced Comfort Specialist
Kantner Family
Good Shepherd Evangelical Lutheran Church
Potteiger Family
Tyler Miller Realtors
Yerger Family
Rainbow Roofing

A BIG thank you to all Board Members that helped with this event in any way. It takes all of us to raise funds for the library....a very worthy cause in our community.

If anyone has any suggestion on how to improve the event, please let me know. I am trying to make a list for next year.

Lori P. will be sending out letters to many different businesses and amusement attractions to donate services, gift cards, admittance tickets in 2024. We will be using these items as fundraising prizes throughout the year.

New Business:

Lori P. made a motion to keep the same 2023 officers for 2024.

Linda Roebuck, President
Kathy Felker, Vice-President
Karen Schreiber, Treasurer
Lori Madara, Secretary

Norma seconded it. The motion passed unanimously.

Adjournment: The meeting adjourned at 5:43 p.m.

Next Meeting: January 15, 2024, at 4:30 p.m. (third Monday)