

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
January 9, 2023**

Call to Order: President Linda Roebuck called the meeting to order at 4:30 p.m.

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

Absent: Terry Heckman and Diane Benson

Also Present: Christie Brown, Library Director; Lori Potteiger prospective member; Eileen Simms, Assistant Library Director, Melissa Carroll, Youth Services Coordinator; Becky Wanamaker, District Consultant.

Consent Agenda: Karen made a motion to accept the December consent agenda. Kathy seconded it. The motion passed unanimously.

Treasurer's Report: The December 2022 report was filed for audit.

Correspondence: Up to date. We received a thank you from Eileen Simms for her Christmas gift.

Library Director's Verbal Report:

In December, I submitted the Uniform Requirements and Responsibilities documentation, the municipal documentation.
worked on the new cash procedure.
new copy/print/fax tracking roll out.
worked on end of year duties.
roof leak issues

Personnel: Alexa left to go full time at Exeter Library. Colton Friedersdorf is filling in over college break.

System Meeting: Next one is 2/15/23. Linda will attend. The awards assembly will be held on 3/1/23.

Old Business:

- a. Employee Handbook – tabled until the next meeting.
- b. Strategic Plan update – due dates have been added. Under #3 Community Awareness Alsace Township, will they fund us and if not possibly remove them. Christie will contact Alsace Township to see if they will give us municipal support. If they won't then she will start the process to remove them. Kathy made a motion to accept the amendment to the Strategic Plan. Karen seconded it. The motion passed unanimously.

New Business:

- a. District Consultant Becky Wanamaker gave a presentation on the Role of the Director & Trustees. Becky gave us handouts pertaining to the different roles of the Director and Trustees. This will help to make the library run more smoothly. Since our library was without a director for 8 months the role of director was handled by different people so as to keep the library open. Now that we have a director, Christie will fulfill that role.
- b. Roof Leak – the roof that is leaking over Melissa's desk has been looked at by different contractors. Christie is asking for quotes from 3 different contractors for a repair. Janet will check with the School Superintendent and the School Directors to see if there is help in the cost of repair.
- c. Reserve Policy – Christie is getting us operating figures for 3 months and also 6 months.

- d. Fundraising – there will be a fundraising meeting on 2/13/23 at 4:30 for all those that would like to be on the fundraising committee. Lori Potteiger will reach out to restaurants in our area that will host a MCL night for us.
- e. March 13, 2023 will be Christie’s six month review.
- f. April 2023 meeting, Linda will be out of town so Kathy Felker, the Vice President will run that meeting.

Adjournment: 5:20 p.m.

An Executive Session was called by Christie Brown.

Dates to Remember:

Monday, February 13, 2023, 4:30 Fundraising Meeting

Monday, March 13, 2023, 4:30 next meeting