

Muhlenberg Community Library
Board of Trustees Meeting Minutes
July 10, 2023

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

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

Absent: Janet Howard and Lori Potteiger.

Also Present: Eileen Simms, Interim Director and Melissa Carroll, Youth and Children's Director.

Consent Agenda: Karen made a motion to accept the June Minutes and Monthly Library Report. Kathy seconded it. The motion passed unanimously.

Treasurer's Report: Filed for audit.

Correspondence: We received a thank you from the Reading Fairgrounds Racing Historical Society thanking us for allowing them to display some of their memorabilia in our library. We also received a thank you from KidsPeace thanking us for a gift basket and a monetary donation.

Library Interim Director's Report:

Library Business:

Municipal Support -We received a \$3,000.00 contribution from Laureldale Borough, and \$65,000 from Muhlenberg Township.

The Lions Club of Muhlenberg contributed 1,050.00.

Building:

We renewed our annual service contract with Essig Plumbing and Heating which was \$1225.00 and they conducted the annual service call. Just prior to this, a storm caused a partial power outage that knocked out the A/C. Essig sent out a technician who only had to reboot the system. The service call was \$211.95.

Fundraising:

We have sold 29 out of 45 tickets for our July 11th Nellie Walter Psychic Medium event, and have sold eight for the August 1st event. In addition, we have two fall events scheduled (Sept 5, Oct 31).

I reached out to Nellie and lined up six event dates in 2024 which will continue to

be held at the Muhlenberg Township Rec. building.

The Summer Raffle is underway and will run until the Summer Quest Carnival on August 12th .

Programs:

Perri has launched some new programs for adults which includes Collective Crochet, World Trivia Night, and Kindness rocks.

Melissa has been busy with Summer Quest and Teen Reading Lounge and has planned several upcoming field trips to the Epler School House, and the Reading Public Museum. They will be attending an event at the Berks Heritage Center on July 27.

Personnel: Cynthia resigned.

System Meeting: There will be a meeting in August.

Old Business:

Employee Handbook/Personnel policy revision will be discussed during an Executive Session.

Fundraising Committee Updates:

Drift Jam will be held on July 15, 2023. The library will be the food vendor. Set up is at 3:00 p.m. The event is from 4:00 – 9:00 p.m.

Lori Potteiger will start to set up fall fundraising at restaurants in our county. They will hopefully begin in September and run right up until Christmas, having one about every 3 weeks.

Lori is also securing items from businesses for raffle baskets for our Harvest Craft Fair.

Harvest Craft Fair is being held on October 21, 2023. The Homecoming Dance will be held that evening in the H.S. gym. Linda, Karen and Lori will set up a meeting with Marc Wolfe at the high school to map out where our vendor tables can go. At this time we have 17 tables reserved.

December 2nd will be the Open House and Children's party.

December 9th will be the Holiday Trail of Lights. Kathy volunteered to help Karen with this event.

The Storybook Trail book holders need to be checked out to see why they are leaking. Karen said there were still some plexiglass items at the Township Building.

Please look for door prizes and raffle baskets for our fall fundraisers.

Linda is getting bids for the renovation projects as per our Education Grant from Mark Rozzi's office.

Our summer picnic will be held on August 20th at Linda's home at 3:00 p.m. Please bring a dish to share.

New Business:

Service Policy has the requested updates to it.

Library of Things Borrowing Policy and Waiver has the requested updates to it.

Library Abuse Policy – will be discussed at the September meeting.

Executive Session: An executive session meeting was called to discuss personnel matters.

Adjournment: The meeting was adjourned at 5:51.

Next meeting: Monday, September 11, 2023 at 4:30 p.m. (no August meeting)