

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
June 12, 2023**

Call to Order: President Linda Roebuck called the meeting to order at 4:23 p.m.

Attendance: Linda Roebuck, Lori Madara, Kathy Felker, Diane Benson, Norma Rutt, and

Absent: Karen Schreiber, Lori Potteiger, Janet Howard.

Also Present: Christie Brown, Library Director and Eileen Simms, Assistant Library Director.

Consent Agenda: Norma made a motion to accept the May meeting minutes and the monthly library report. Diane seconded it. The motion passed unanimously.

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

Correspondence: Up to date.

SEP IRA Options: Our accountant, Paul Brooker, Reading Tax Solutions, met with us and gave us a couple options to provide either SEP or IRA funds to all employees over the age of 21 and earning more than \$650 annually and after three years of service. This is not something we have to do, but we are considering it as an option. We had only been providing it to the exempt full-time employees after three years of service. We caught this and the policy will be reviewed.

Library Director's Verbal Report:

I arranged a number of meetings with local organizations with the hope of creating partnerships and programming opportunities. Perri joined me in meeting with the Literacy Council of Berks, the LGBTQ center of Reading, and Suzanne Cody of MG Architects (this lead was thanks to Muhlenberg twp), and we are planning programs with each group.

Melissa and I met with a group of educators from Muhlenberg School District, led by Cathy Shappell, who is the Director of Federal Programs. They are assisting with publicizing our Teen Reading Lounge and summer programs. We will also be collaborating with them during their Summer Style program, which will result in all of the student groups joining us in the library and hopefully sharing with their parents all that we offer.

Finally, I made a connection with Barrio Alegria, a community transformation organization located in Reading that utilizes the arts as a platform for community engagement and for the development of social and multicultural awareness. I passed their information and background info on to Melissa, who is working with them

on several programs this summer and also found a facilitator for Teen Reading Lounge through them! (Goal #1c and 3a)

Proposal was completed for the Rozzi grant, reviewed by the board, and a revised version was sent to Mark Rozzi's office for review. The application still needs to be submitted. Linda asked to take over the project since I will be leaving and has all of my information related to the grant. (Goal #1a,b,c).

Paperwork was submitted for the Equity, Diversity, and Inclusion reimbursement grant available through the District Center. \$399.68 was received to support an African Drum program and associated supplies.

Personnel: Christie Brown submitted her resignation letter. Eileen Simms will be the Interim Library Director. Colton Friedersdorf has been rehired to work for the summer.

System Meeting: Was held on May 15th. The next meeting is scheduled in August and there will be a vote on how fundraising will be allowed – having fundraisers at businesses outside the library's area.

Old Business:

Employee Handbook/Personnel Policy Revision – Kathy is updating and providing the board with the new revisions for our review.

Fundraising Committee Updates:

Profits from fundraisers since the May meeting:

Austin's	206.26
Paint N' Sip	240.00
Flea Market Food table	580.00
Five Stars	60.00

The restaurant fundraisers were very successful, so we will ask Lori P. to once again set some up for the Fall.

The next Flea Market is on September 9th.

In September Eileen will set up the Nellie Waters events for 2024.

Lori will contact Abby at For Paints Sake to have another painting event in the late Fall.

New Business:

Service Policy – we reviewed and discussed the policy. Norma made a motion to accept the policy with the noted and stated revisions. Diane seconded the motion. The motion passed unanimously.

Library of Things Borrowing Policy and Waiver – We reviewed and discussed the policy. Diane made a motion to approve the policy with the noted and stated revision. Norma seconded it. The motion passed unanimously.

Library Abuse Policy and Prevention Administration – we will discuss at the next meeting.

Looking to have a Board picnic in August at the Farmhouse. Linda will check with Karen for available dates.

The Board will have a food stand at the end of the Summer Reading Program on August 12th here at the library.

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

Next Meeting: Monday, July 10, 2023, at 4:30 p.m.