

**Muhlenberg Community Library
Board of Trustees Meeting Minutes
November 14, 2022**

Call to Order: President Linda Roebuck called the meeting to order at 4:32 p.m.

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

Also Present: Christie Brown, Library Director.

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

Treasurer's Report: Was filed for audit.

Correspondence: The donation thank you letters are up to date.

Library Director's Verbal Report:

Library Business: We have been working on end of year projections and planning for next year.

Fundraising - Harvest Craft Fair was held on October 29.
The fall mailing went out and we have been receiving donations.

Programming; Outreach- Melissa has had a number of very successful story times with 45 people attending this past week.
The library trunk or treat was a big success, with over 200 kids in attendance.
We are currently planning the Christmas party.

Personnel: Two new part time library assistants were hired: Nidmayris Goytia Benitez
Cynthia Pineles

Old Business:

Under Personnel in the September Meeting Minutes, it was unclear as to the hiring of a Library Director. Christie Brown was hired by the Board as the Library Director, effective August 31, 2022.

Fundraising:

- a. Harvest Fair. The Library netted a profit of \$2,105.50 this year. We are visiting ideas of holding the event at the high school, possibly in conjunction with the Lion's Club pancake breakfast. Karen has contacted Marc Wolfe from the School District about any other groups being there that day. Marc said it looks good at this point. Karen will reach out to the Lion's Club and see if they are receptive to this.
Most of the vendors were happy with the Craft Fair this year. It seemed like a little bit less traffic than last year, but that is hard to confirm. We appreciated all the vendors that participated, and I will send out a thank you e-mail to each of them.
- b. Holiday Trail of Lights. Sponsorships and donations are coming in. Karen passed a sign-up sheet for the night of the event. We mainly need help at the Library, selling raffle tickets, serving refreshments, selling tickets and handing out the maps. There will be a meeting on 11-29 at 6:00 p.m. at the Library to go over the details. Karen purchased some treats to hand out at the houses. She added labels thanking our sponsors.
- c. There will be 6 (1 private) Nellie Walter events in 2023. She has slightly raised her prices from 2022. Karen proposed that we raise our ticket prices to \$30 per ticket. We agreed that this would be a good idea.
- d. Book Sale – the book sale raised \$542.51 profit over the two days. Opportunity House is taking the old and torn books and recycling them.
- e. Margherita Dinner night for the Library is December 1, 2022 from 4:00 – 9:00 p.m. Dine in and take out. Mario will donate 15% of the profits to our Library.

Building Maintenance – Essig came out to do the winter check up of our heating unit and found that the heat exchange coils in the back units are cracked, which could cause carbon monoxide to leak into the air. The cost to repair is \$4,208. Norma made a motion to have them fix it. Karen seconded it. The motion passed unanimously.

Christmas gifts for the staff – Lori will check into purchasing the Visa gift cards with no fees from the Shiloh Hills PTO. Norma made a motion to purchase these, Diane seconded it. The motion passed unanimously.

Employee Handbook revision – Kathy and Christie are working on this.

Strategic Plan progress – Kathy and Christie are working on this and asking for input from the Board members for the new plan. Christie spoke with Amy Resh and said that the plan does not have to be completed by December 31st, but it should be completed early in 2023.

Budget – Christie is working on this and will meet with Linda to go over it. The Board discussed that the staff needs to have increases. They worked hard in 2022 and worked as a team and we appreciate their efforts as to the success of our Library.

New Business:

Nominating Committee – will talk about this at the December meeting.

Adjournment: The meeting was adjourned at 6:23 p.m.

Next Meeting Monday, December 12, 2022 at 4:30 p.m.