

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

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

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

Also Present: Eileen Simms, Assistant Library Director.

Consent Agenda: Karen made a motion to accept the July Minutes and the Library Reports for July and August. Norma seconded it. The motion passed unanimously.

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

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

Library Director's Verbal Report:

Library Business -

Summer Quest Reading Program was a huge success. We had over 175 patrons participate! Summer Quest Carnival was a fun day for all.

The Rozzi grant was approved and should be deposited into the account that was opened specifically for the grant.

We also received a new technology grant for our Teens. The PA Smart Grant provided over \$2,000 worth of technology, including 10 iPads, a Nintendo Switch and \$200 worth of board games.

The Paperwork was submitted for the TRL grant, as well as the new SALSA report which is the new way to apply for State Aid.

Melissa attended the Muhlenberg Township Board Meeting and introduced herself as the new Director of the library.

Fundraising -

We sold 32 tickets for our July 11th Nellie Walter Event (\$460)
The August 1st event was canceled, and most tickets moved to Sept & Oct dates.
We sold 30 tickets for the Sept 5 event (\$400)

Eileen arranged six event dates for 2024, which will continue to be held at the Muhlenberg Township Rec. building.

Summer Quest Carnival netted \$90.

Summer Raffle netted \$310.

Summer Book Sale netted \$156.

Drift Jam \$241.75

Programs and Outreach -

Summer Quest and Teen Reading Lounge highlights included field trips to the Epler School House, the Reading Public Museum, and Steinmetz Farm where we had over 100 participants.

Melissa attended the National Night Out and promoted the library.

We also hosted Muhlenberg's Kinder Camp at the library. We had over 100 kindergarteners come in to tour the library and were sent home with library card applications which in turn raised our member numbers.

We are in discussions with Sheila at Migrant Services to create a new Spanish Story time program and a few other programs we can co-host with them.

The staff will be pitching in to begin a paired down YS program schedule until we find someone to fill the position.

Personnel: Colton Friedersdorf returned to college and his last day of work was August 24.

Perri Snook accepted a new job, and her last day was August 26.

We have 2 new Library assistants hired, Nany Bueno and Sarah Kiebach. The search for Youth Services Coordinator is ongoing.

System Meeting: Was held in August. Linda attended. They are voting on the new formula for 2024, with the disbursement of money based off of the 2022 numbers. Municipal support is a focus. Amy Resh resigned and Stephanie Williams has accepted the position. The next meeting will be in November.

Old Business:

Employee Handbook/Personnel policy revision – review the handout that Kathy printed for us, IRA's or SEP account. We will vote on this at our October meeting.

The Rozzi Grant money is ready for disbursement. We are just waiting for the state to release the funds. A new checking account for this money has been opened. This is a separate account to be used for the grant requested items.

Fundraising Committee Updates:

We made \$400.50 at the fall flea market.

The Margherita fundraiser will be held on 9/19/23.

Harvest Craft Fair will be held on October 21, 2023. Set-up for some vendors will be Friday, October 20. And then others on Saturday morning. We have help coming from Boy Scouts Troop 155 to help the vendors unload Friday night and then help with tear down on Saturday at 2:00 p.m. Karen has notecards that we can sell at our library table at the Craft Fair. We need everybody's help these two days, especially Saturday. We have 57 tables sold plus two non-profits. Lori Potteiger will be working on getting us raffle basket items to help raise more money.

Painting with For Paint's Sake will be held on Friday, December 1, 2023, at the Rec Building. Tickets are \$35 each. Eileen will get the tickets made and printed out.

The Holiday Trail of Lights is being held on Saturday, December 9, 2023. We need 1 more decorated house for this event. Eileen will call Dave Shalter to see if he will be able to run the train that night. We need to get sponsors for this event. And we also need raffle basket items before the Children's party on December 2 and running through the 9th. Eileen will get the tickets made for this event and have them ready to sell at the Harvest Craft Fair.

New Business:

Policy review –

Library Abuse Policy – was tabled until the October meeting.

Adjournment: The meeting was adjourned at 6:00 p.m.

Next Meeting: Monday, October 9, 2023, at 4:30 p.m.