

Muhlenberg Community Library
Board of Trustees December 14, 2020 Minutes

Call to Order: President Linda Roebuck called the meeting to order at 6:05 p.m.

Attendance: Terry Heckman, Diane Benson, Cathy Meck, Linda Roebuck, Judy Schwambach, Lori Madara, Joe Yarworth, Joan Crater.

Absent: Karen Schreiber and Kathy Felker.

Consent Agenda:

Terry made a motion to accept the November meeting Minutes, Joe seconded it. The motion passed unanimously.

Joe made a motion to accept the Monthly Library Report for November. Terry seconded it. The motion passed unanimously.

Treasurer's Report - The October and November reports were filed for audit.

Correspondence: 120 thank you letters have gone out for the donations we have received so far. Approximately \$5,000 was the first deposit and there's an estimate for approximately \$2,500 more that has come in.

Library Director's Verbal Report:

Berks County CAREs Grant - a check for \$3,912.00 has been received. It helps to reimburse the cost for various PPE, and the extra COVID expenses we have incurred.

Coronavirus Planning/Opening to Public in Building – curbside Library-To-Go has started up again, M-TH 10:00 – 7:00; Saturday 10:00 – 2:00. Many businesses and libraries are rolling back in-building services. Several other Berks County Libraries have started having COVID-19 issues with a staff member being exposed, having symptoms, being tested or testing positive. Due to this and the large increases of COVID-19 cases in Berks County in general, we will not proceed with in-building services at this time.

Water Damage/Renovation Update – Mostly everything is back to normal. There are a lot of little things to complete that the staff will work on for the next few months behind the scenes. Melissa and Linda met with Ken Patterson from the school today and they discussed the insurance reimbursement. The insurance check should be out this week in the amount of \$87,000. This amount was more than we thought it might be. The asbestos clean-up added to the cost of the renovation and the insurance paid more because of that. Instead of our share of the cost of renovation being approximately \$36,000 it now will be approximately \$14,000 that we owe due to a lower deductible being charged.

To help prevent sewer backup in the future, Judd Firestone Plumbing has given us an estimate of \$5,000 to put in a back flow. Judy made a motion to accept this bid for it to be installed. Joe seconded it. The motion passed unanimously.

Budget – we will need to vote tonight on the full State funded budget for 2021. The County will meet later this week so the funding listed may change slightly.

Bequest – we were notified that we are a benefactor in Danice Bitting's will. We should receive \$2,000, most likely in early 2021.

Personnel: We are currently accepting resumes and starting the interview process for a Library Assistant/Adult Programming Coordinator position.

System Meeting: There was County coordination money left over from 2020, and usually if you don't use the money you need to send it back. Permission was received from the State that that money can be held over for 2021. This money could be used for extra Ebooks.

Old Business:

Joe has generously donated \$550 to get Amazon gift cards for our staff. We all thank him for that.

SEP Account - We need to vote on the amount to go into the SEP account for Melissa. Joe made a motion to give 5% into the fund and Cathy seconded it. The motion passed unanimously.

Budget - Cathy made a motion to accept the Amended 2021 Budget as is. Joe seconded it. The motion passed unanimously. If the amount changes on the County level, we may have to revisit this.

Raffles going well – after 8 raffles our profit is approximately \$2500. We have two more for this year and then we will stop for the Holiday season and be back in the New Year.

New Business:

In the lobby there is a table with tickets to fill out to win a bowling party at Fantasy Skating. One ticket per day, per person. This is a giveaway as a goodwill gesture. There is no cost to enter.

There is a yellow shelf in the lobby that will be used as a pantry for those in need of canned goods.

Nominations – Joe made a motion to keep the Board Officers as is for one more year. Terry seconded it. The motion passed unanimously. If anyone wants to volunteer for a position, they can contact Linda.

Judy's term is up, and she is not renewing. We will miss her. Diane and Joan, both their terms are up, and they have agreed to stay on until the end of 2021 or until a replacement can be found. Terry made a motion to accept their continuation. Cathy seconded it. The motion passed unanimously.

Adjournment: The meeting adjourned at 6:47 p.m.

Dates to Remember:

Next Meeting

Monday, January 18, 2021 at 6:00 p.m.

**** note the 3rd Monday and the early start time ****