



3612 Kutztown Road  
Reading PA 19605  
610-929-0589

**Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
December 13, 2021**

**Call to Order:** President Linda Roebuck called the meeting to order at 6:00 p.m.

Norma Rutt was accepted as a member of the Board of Trustees.

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

**Absent:** Kathy Felker and Jennifer Koch.

**Also Present:** Melissa Adams, Outgoing Library Director; Eileen Simms, Assistant Library Director; Melissa Carroll, Youth Services Coordinator.

**Consent Agenda:** Norma made a motion to accept the November Meeting Minutes and Monthly Library report. Diane seconded it. The motion passed unanimously.

**Treasurer's Report:** Was filed for audit.

**Correspondence:** Thank you letters are still being sent out from the fall donation campaign. Melissa received a letter from the School Directors stating that Terry has been approved for the next year as the school representative to the Library.

**Library Director's Verbal Report:**

PPP Loan - We have received confirmation from Customer's Bank that our second PPP Loan of \$28,244 was forgiven and the bank has been paid.

Coronavirus Planning/Opening to Public in Building - We moved more staff back into the staff office and will continue to do so incrementally. Last step would be to bring back the play area and toys when we are comfortable doing so.

Fine Free Pilot - We would like to continue until the end of 2022.

Grants - We received the first payment of \$7,200 for the 2021-2022 Teen Reading Lounge Grant. The remaining \$800 will come at the grants completion in 2022.

Banning/Challenges - Asking staff, board members, and volunteers to be prepared for possible book challenges. Stay away from confrontation and be positive.

Donations - We will be receiving \$12,000 for our 2022 contribution from Laureldale (which is a \$3,000 increase) and Muhlenberg's will be increasing their support for 2022 to \$65,000 (\$10,000 increase) with up to \$10,000 matching option, bringing the possible total contribution to \$75,000.

**Personnel:**

We hired Melissa Carroll as our new Youth Services Coordinator. Her first day was November 18, 2021.

Melissa Adams resigned as Library Director. Her last day is December 13, 2021.

The Library is on the search for a new Director that meets all the qualifications.

**System Meeting:** Linda attended in person for the November meeting. The main topic is that the State will not be increasing or decreasing the funding for state Libraries.

**Old Business:**

- a. Fundraising Committee –
  - 1. The Doll House will be raffled off on December 15.
  - 2. Lotto Raffle in conjunction with the Muhlenberg Woman's Club – brought in \$768.12 profit.
- b. School Building – no more information – seems like it is off the table for now.
- c. Transfer PPP funds to Capital Fund. There is \$176,190.72 in the checking account. Karen made a motion to transfer \$30,000 from the checking account to the Capital fund and to transfer \$50,000 to the Money Market account. Diane seconded it. The motion passed unanimously.

**New Business:**

- a. SEP Acct % - Karen made a motion to approve a 5% portion to be added to Melissa's SEP account for the year 2021. Eileen will be eligible at the end of 2022 for the 2023 budget.
- b. Karen made a motion to accept the 2022 Budget as presented. Norma seconded it. The motion passed unanimously.
- c. Melissa set up some Policies to Review for 2022.
  - i. Library Abuse Prevention Policy – No changes proposed – Vote in Jan
  - ii. Lost & Found Policy – No changes proposed – Vote in Jan

- iii. Meeting Room Policy – No changes proposed – Vote in Jan
- iv. Vision Statement – No changes proposed – Vote in Jan
- v. Mission Statement – No changes proposed – Vote in Jan
- vi. Compensation Policy – changes proposed – Vote in March
- vii. Employee Handbook – changes proposed – Vote in April
- viii. Personnel Policy – changes proposed – Vote in April

d. Strategic Plan expires in 2022 – start a committee and start working on this as soon as feasible

Banking information - The signers are now Linda, Karen and Lori. Linda and Lori went to Customers Bank to add Lori. Two signatures are always required on each check.

Linda went to Diamond Credit Union where we have our MasterCard charge account. Eileen has a card and Melissa has a card (which she has not used for a few weeks). Linda would like a card in her name for Library purchases. A card cannot be in the Library's name; it must be connected to a social security number.

Karen made a motion to get a MasterCard in Linda's name for the Library's use and also get a card for the to be named new Library Director when they are hired. Terry seconded it. The motion passed unanimously.

Karen Schreiber has recently been promoted as the Parks and Rec Director for Muhlenberg Township. She will continue to be the liaison for the Library.

Elections of Officers will be held at our January 2022 meeting.

**Adjournment:** The meeting was adjourned at 7:00 p.m.

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#### **Dates to Remember:**

Regular Monthly Board of Trustees meetings for 2022 will be held at **4:30 p.m.** on the following dates:

***Monday, January 17<sup>th</sup>***  
*Monday, March 14<sup>th</sup>*  
*Monday, April 11<sup>th</sup>*  
*Monday, May 9<sup>th</sup>*  
*Monday, June 13<sup>th</sup>*  
*Monday, July 11<sup>th</sup>*  
*Monday, September 12<sup>th</sup>*  
*Monday, October 10<sup>th</sup>*  
*Monday, November 14<sup>th</sup>*  
*Monday, December 12<sup>th</sup>*