

Muhlenberg Community Library  
Board of Trustees  
Minutes November 11, 2019

**Call to Order:** President Judy Schwambach called the meeting to order at 6:24 p.m.

**Present:** Linda Roebuck, Diane Benson, Terry Heckman, Judy Schwambach, Lori Madara, Karen Schreiber, Joan Crater, Cathy Meck.

**Absent:** Kathy Felker and Joe Yarworth.

**Also Present:** Melissa Adams, Library Director.

**Consent Agenda:** Linda made a motion to accept the October consent agenda, Cathy seconded it. The motion passed unanimously.

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

**Correspondence:** The thank you letters are still being sent out from the fall campaign.

**Library Director's Report:**

Teen Reading Program – we have received the check for \$7200. \$800 will be paid after PHC receives the final materials. All reports must be in by September 20, 2020.

Spooktacular event – a total of \$1,104.50 was raised. There were less vendors but there was more profit.

Budget – a tentative budget has been proposed.

DUNS Number error – our Library was listed as Berks County Public Libraries. Melissa has corrected this error.

Pop-Up Health Resource Center – Charlotte Brewer from Planned Parenthood had contacted Melissa for our Library to be a center where at a certain time of the week they would be there to talk with teens that wanted to know more about healthy bodies, birth control and STD prevention. They had tried at the school but had not received an answer. The Board supports the program but feels that the high school is a better location, and they can reach more students there. The Board report to the School Board will address this.

SAH Fire System – the Knox Box isn't up and running yet. There was another alarm call and SAH is checking it out.

Eagle Scout projects – Adam Botelho contacted Melissa to paint the teen room and the kitchen area for his Eagle Scout project. He will supply all the labor and the Library will supply the materials. Jared, another Scout, will be building Library Houses to be put at Calvary Lutheran Church and at the Pediatrician office near the township building. After they are built the Library will provide the upkeep with rotating out the books.

**Personnel:** There was a person hired but they only showed up for a few days and then did not return. Melissa and Eileen are going to revamp some things and re-evaluate what to do going forward before putting out another job ad.

**System Meeting:** None.

**Old Business:**

Board members need to hand in their clearances and their signed abuse policy form.

Internet Policy – Terry made a motion to adopt our Internet Policy with that of the County Library System’s Policy. Karen seconded it. The motion passed unanimously.

Book Sale – is November 13 – 16. Volunteers are set up to help.

Fundraisers: We made \$165 from Texas Roadhouse from the dinner and also \$150 from the raffle baskets.

Lori handed out tickets for our Margherita spaghetti fundraiser for the Board to sell.

Blind Hartman’s offered us to sell their \$25.00 gift cards and we will receive \$12.50 from each card sold. Linda made a motion that we sell Blind Hartman gift cards. It was seconded by Cathy. The motion passed unanimously.

Rick Heffner from Blind Hartman’s contacted Melissa about doing a fundraiser there, since we did one at Texas Roadhouse, and BH is in our township. He offered to do a chicken parm dinner for \$18.00 each with \$9.00 returning to the Library. Lori will contact him.

Lori is still trying to contact Jersey Mike’s for a spring sandwich fundraiser.

Kathy and Lori had met and were passing around ideas like a dine out night where we contact many restaurants and that they would give us a percentage of their sales for that night.

Lori brought up an idea like the mystery dining out, based on the Best Kept Secrets. Restaurants would pay us to participate and they would offer an incentive for the people to eat there. Patrons would purchase from the Library the list of restaurants who are participating. Great way to find fun new places to eat.

Possible fundraising restaurants for 2020: Isaac's, Friendly's, Blind Hartman's, Austin's, Jersey Mike's, Margherita's.

Nominating Committee: The committee has contacted the following members to serve in this capacity for 2020.

President – Linda Roebuck

Vice-President – Joan Crater

Treasurer – Karen Schreiber

Secretary – Lori Madara

A vote will take place at the December meeting.

Our Christmas party will be Monday, December 9<sup>th</sup> after our monthly Board meeting.

A group of members will meet at 10:00 on Monday 12/9 to set up for the party.

**2020 Meeting Dates:**

January 20    **6:00 PM** -- **State of the Library**    \*\*

February 10    6:30 PM

March 9        6:30 PM

None in April

May 11        6:30 PM

June 8         6:30 PM

July 13        6:30 PM

Picnic in August – Dietrich farmhouse

September 14    6:30 PM

October 12      6:30 PM

November 9     6:30 PM

December 14    **6:00 PM** – **followed by Christmas Party**    \*\*

**\*\* DENOTES EARLIER START TIME**

**New Business:**

Linda made a motion to give two Blind Hartman GCs to each employee and two Margherita tickets to each volunteer this Christmas season. Diane seconded it. The motion passed unanimously.

**Adjournment:** The meeting was adjourned at 7:21 p.m.

Dates to Remember:

December 9	6:00 PM meeting followed by Christmas Party
April	Book Sale
May 16	Flea Market
July 8	Schell's Mini Golf
August 14	Picnic
September 20	Purse Bingo