

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
Tuesday July 18, 2023
MINUTES**

Members present: P. Leonard, V. Maund, K. Moyer, K. Parsons, J. Schubert

Members absent: C. Wayock, E. Deebel

Others present: J. Leeson, BOD Solicitor and three (3) people were in attendance.

A. OPENING PROCEDURES

- a. Call to Order
 - i. P. Leonard called the meeting to order at 6:35PM
- b. Recording of Attendance
 - i. Present: P. Leonard, V. Maund, J. Schubert, K. Parsons, K. Moyer
 - ii. Absent: E. Deebel, C. Wayock

B. ANNOUNCEMENT

- a. P. Leonard stated that the board will not discuss the LST partnership issue until the Committee has met and returned to the board with their determinations. Committee is scheduled to meet on Aug 30, 2023 .

i. ACTION ITEM: P. Leonard will provide a committee agenda within the next 2-3 weeks

C. CONSENT AGENDA ITEMS

- a. Approval of minutes of the general business meeting of June 2023 with correction.
 - i. Motion: J. Schubert, seconded K. Parsons
 - ii. Discussion: none
 - iii. Yea: P. Leonard, V. Maund, J. Schubert, K. Parsons, K. Moyer
 - iv. Nay: None
 - v. Minutes with correction Approved
- b. Approval of Treasurer's report for June 2023
 - i. Motion: J. Schubert, seconded V. Maund
 - ii. Yea: P. Leonard, J. Schubert, K. Parsons, K. Moyer
 - iii. Nay: None
 - iv. Abstain: V. Maund
 - v. Discussion
 - 1. Solicitor J. Leeson stated we need a quorum to pass. V. Maund requests that the Board receives more detailed information regarding the Treasurer's report; including complete Bills List and Cash Receipts/Income Statement for review. K. Parsons stated that the bookkeeper is not a business manager and barely has time to finish her work as it is and is concerned that the bookkeeper may quit if we ask her to do one more thing. V. Maund indicated that the reports are a function of the software and easily available. J. Schubert said he is now approving all bills to be paid and we squeezed enough blood out of that turnip. V. Maund offered to meet with the bookkeeper during working hours to have an overview of the procedures and software. P. Leonard suggested that a meeting be held between V. Maund and the bookkeeper to discuss. Upon further discussion, it was agreed that a meeting with the bookkeeper would be scheduled before the end of September to include members V. Maund, J. Schubert and M. Sullivan, District Consultant Librarian.
 - vi. V. Maund changed vote to YEA
 - vii. Treasurer's report for June 2023 PASSED

- c. Librarian's Report
 - i. None

D. COMMUNITY RESIDENTS' COMMENTS

- a. None

REGULAR AGENDA ITEMS:

E. OLD BUSINESS

- a. Fundraising Update
 - i. Read Between the Wines - Open Discussion
 - 1. P. Leonard stated we do not have enough time to do it and suggested we postpone until next year. K. Moyer said it is feasible because she started around this time last year. P. Leonard reminded K. Moyer that she resigned as committee chair and doesn't have the time to be involved. K. Parsons and J. Schubert agreed that it is a lot of work, not enough time and the manpower is gone. P. Leonard recommends letting it go this year and continuing next year.
- b. 60th Anniversary Celebration for SLPL
 - i. P. Leonard stated due to the late nature, B. Eames being nominated to lead the event and his subsequent resignation from the board, there is not enough time to continue. K. Parsons said there may be interest from the Friends of SLPL to arrange a small low key celebration. K. Moyer stated it's not something we can put off.
 - a. **ACTION ITEM: P. Leonard will reach out to Friends of SLPL to see if there is interest.**

F. REGULAR AGENDA ITEMS:

- a. Facility Maintenance
 - i. UST Crews trimmed trees by patio
 - 1. Completed
 - ii. Door Contract Renewal
 - 1. Completed
 - iii. People Counter Install
 - 1. Completed on 7/7/2023. V. Maund, key points: Software shows traffic by hour of operation , this should be very helpful for strategic planning and scheduling. We will use the data in our reports after we have an entire month of reporting. P. Leonard mentioned that all board members and two (2) staff members have access to the software; they were sent an invitation to create an account and log-in to view the reports.
 - iv. Lighting Project
 - 1. V. Maund supplied the Board Members with the updated cover sheet and two (2) new contractor quotes. We now have three (3) bids. Contractors are Diefenderfer Electric, GC Electric and Appleby Electric and they vary in pricing and manufacturer of the LED Lights. Discussion on the difference on pricing and the current procurement policy followed. A new item for concern is the ceiling tiles and the possible need to replace if the mounting holes do not match up with the current holes.
 - i. **ACTION ITEM: V. Maund will send each board member the two (2) lighting manufacturers cut sheets on the quoted fixtures.**
- b. P. Leonard asked for clarification of the policy Bid and Procurement Policy, including, but not limited to, the prevailing wage concern due to SLPL being a public entity.

- i. **ACTION ITEM : Solicitor J. Leeson will look into the policy and will update the board.**

v. Gutter Repairs

1. V. Maund spoke with Paul Wright Roofing, the contractor that completed the roof repair in 2019, they did a visual inspection of that area of the roof. There are gutter hangers every 2 ft. on the area in question. It was stated this is more than adequate. The roofer acknowledged that if there was an issue with that portion of the roof, snow catchers or gutters it would fall under warranty. Contractor stated that the other areas may need additional hangers, but it would be better financially for the library to have a handy man perform this work.

G. NEW BUSINESS

a. Facility Maintenance

- i. K. Moyer asked that we look into possible tile replacement at the RESTORE or the Habitat for Humanity store if we need to replace ceiling tiles during the lighting upgrade.

H. PERSONNEL

a. Library Director Job Description Update

- i. P. Leonard stated we need to update all SLPL employee job descriptions including the Library Director Job Description. This has not been done for some time. P. Leonard sent all board members a mock up description for their review and thoughts. Much discussion regarding compensation, benefits and the current competition we will face hiring a library director in our area. V. Maund asked if we can put a date for a deadline to post the job description and job posting. K. Parsons suggested August 13. No decision was made.

1. **ACTION ITEM: M. Sullivan will send K. Parsons and E. Deebel the copy of the Lower Macungie, Parkland, Whitehall latest job postings.**

b. Hiring Process for new Director

- i. The HR Committee will start advertising and M. Sullivan will post on the Statewide site.

c. Resignations

- i. T. Beil has resigned from the BOD on July 5, 2023
- ii. Nancy Weeks has retired as Database Manager. Nancy's last day will be September 7, 2023. K. Parsons stated Nancy is currently training another employee. K. Parsons suggested that the new director will want to hire their own people rather than the board. P. Leonard said he is more concerned about having enough coverage and suggested past employees helping out or seeing if current staff would work more hours to fill the gaps.

d. SLPL Board Vacancies:

- i. UST has two (2) seat vacancies. UST has two (2) interviews scheduled this week. UST is still accepting applications.

e. Credit Card Status

- i. Due to the canceling of the Library's credit card, some library bills are bouncing. P. Leonard faxed the credit card application on 7/7/2023 and is waiting on ELAN for application approval. P. Leonard stated he also applied for a BOA credit card, but was denied due to the library's insufficient income and its unaffiliated businesses. V. Maund suggested we get a debit card linked to the checking account so we can pay bills. J. Schubert said the bookkeeper would have suggested it if that would work. K. Moyer asked if a debit card has less security than a credit card.

f. Checking Account Signatures status with QNB

- i. P. Leonard met with the bank and received the signature card for the QNB checking account. The branch manager at QNB accepted the Agenda for record instead of signers going into the bank to sign a signature card.

1. **ACTION ITEM: Signers, P. Leonard and J. Schubert to sign today July 18, 2023; J. Romendio and the signature card will return to the bank when completed.**

I. DIRECTION / OPEN DISCUSSION

- a. K. Parsons mentioned that Friends of SLPL is attending National Night Out on Tuesday Aug 1, 2023 from 5-8PM at Hopewell Park. Friends of SLPL will be handing out SLPL provided literature with all the services the Library has to offer. P. Leonard stated they are expecting 1000 people to attend and they just added fireworks to the lineup. More information on National Night Out can be found here: <https://www.facebook.com/events/6786905961323077/>)NO RAIN DATE.
- b. K. Moyer stated that Coopersburg Community Day is Sep 16, 2023 from 10AM-5PM and Lower Milford's Fall Festival is Sep 23, 2023 from 10AM-5PM , Applications are required to attend. Volunteering the day of the event is typically done by the board members. Members will need to set-up the canopy, tables, place carpet and bring SLPL literature and children's books. Books are handed out to the children that attend. Donations for Children's Books are needed for these events and supply is low in the book sale room.
 - i. More info on the events here: <http://coopersburgcommunityday.org/> and <https://www.lowermilford.org/2023-fall-festival>
 - ii. **ACTION ITEMS: K. Parsons will fill out the application for Coopersburg Community Day. P. Leonard will apply for the Lower Milford Fall Festival and will request the same location as last year - not the barn!**
- c. P. Leonard suggested that our Solicitor J. Leeson does not attend regular meetings as a cost saving measure. J. Leeson agreed and said he does not need to attend mundane meetings.
 - i. **ACTION ITEM: The board indicates what future meetings the solicitor will need to be present and we can send the solicitor research requests in advance.**
- d. V. Maund would like to organize a community blood drive through Miller Keystone Blood Center for the FALL of 2024. She has preliminary information from the contact at Miller Keystone and their requirements.
- e. Eric Bartosz reached out to P. Leonard about organizing a Book-It 5K to benefit the library.
 - i. **ACTION ITEM : P. Leonard will ask if he would like to present at the August board meeting to discuss further.**
- f. K. Parsons stated she will not be at the next meeting.
- g. J. Schubert suggested we start planning for the budget presentations for our funding municipalities.
- h. K. Moyer asked the solicitor the rules on an ex-officio member seconding a motion. J. Leeson recommends not allowing, but will look into this and report back to the board.
 - i. **ACTION ITEM: P. Leonard will put on a future agenda when the entire board is attending the meeting to discuss**

J. ADJOURNMENT

- a. K. Parsons motioned to adjourn the meeting, seconded J. Schubert

The meeting adjourned at 7:32PM

V. Maund, Secretary

Next BOD meeting Tuesday August 15, 2023 at 6:30PM

Next Friends of SLPL meeting August 14, 2023 at 1:00PM