

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
August 15, 2023
MINUTES**

Members present: P. Leonard, V. Maund, C. Kruse, C. Wayock, S. Rugis, K. Moyer, E. Deebel

Members absent: K. Parsons, J. Schubert

Others present: five (5) visitors were in attendance.

A. OPENING PROCEDURES

- a. Call to Order
 - i. P. Leonard called the meeting to order at 6:30 PM

B. NOTIFICATION

- i. P. Leonard read the following statement: Please be aware that the LST Partnership Discussion has been referred to Committee and the SLPL Board of Directors will take no action on the subject until the Committee returns with a recommendation to the Board

C. PUBLIC COMMENT

- a. E. Courtney, a member of Friends of SLPL, spoke on the topic of the 60th Anniversary of the Library. Friends of SLPL are very busy and would like the Board to add a discussion of possible 60th Anniversary celebration plans for the community to tonight's meeting.

D. LIBRARIAN'S REPORT

- a. P. Leonard stated due to staffing issues there is no Librarian's Report for August, and no statistics report this month as well. These reports will resume in September 2023.

E. PERSONNEL

- a. Library Director Position
 - i. P. Leonard stated that the HR Committee met and interviewed applicant Mark Sullivan and recommended to the full Board of Directors to hire him as the new Library Director predicated on his acceptance of a conditional letter of employment as set forth by Board President Leonard.
 - ii. P. Leonard asked if there were questions or comments.
 - 1. none
 - iii. Motion to hire Mark Sullivan predicated on his accepting the conditional offer of employment as set forth in President Leonard's letter dated August 11, 2023
 - 1. Motion: C. Kruse, seconded C. Wayock
 - 2. Yea: P. Leonard, V. Maund, C. Wayock, C. Kruse, S. Rugis, K. Moyer, E. Deebel
 - 3. Nay: None
 - 4. PASSED
 - iv. M. Sullivan's start date will be September 11, 2023. Mark requested he be able to store some LCLC items at SLPL; the Board agreed.
- b. Bookkeeper Position
 - i. P. Leonard notified the board that the HR Committee has updated the Bookkeeper job description and it has been posted on the Library Listserv. The committee also wanted to publish on Indeed, however Indeed has determined that our account is unsuitable for

Indeed and will not allow us to post on their site. P. Leonard filed an appeal but the appeal was denied.

- ii. C. Kruse stated that the LinkedIn ad had 18 views and 1 applicant to date. C. Kruse and P. Leonard will look into a free trial of LinkedIn.
- iii. K. Moyer asked about advertising in the newspaper; P. Leonard stated it's very expensive. K. Moyer asked about advertising with the Southern Lehigh's Chamber of Commerce, C. Kruse said she would contact Hayden Rinde from the Lehigh Valley Chamber of Commerce, Southern Lehigh Chapter.
- iv. P. Leonard has been working with J. Romendio to cover bookkeeping duties while SLPL searches for her replacement. J. Romendio has agreed up to 10 hours a week for the interim and will be paid \$25/per hour.

F. FACILITY MAINTENANCE

- a. Lighting Project
 - i. We have several boxes of ceiling tiles on hand. Armstrong Cirrus 511A is the main ceiling tile, they are available at many locations. Price is about \$5.50/square foot. A carton containing 6 pieces is about \$250 at Lowes.
 - ii. V. Maund will email the 3 contractor bids to S. Rugis and C. Kruse
 - iii. Brad Cramer replaced 8 overhead light bulbs, several stained ceiling tiles and other miscellaneous items the week of August 6, 2023.

G. FUNDRAISING

- a. Friends of the Library - none at this time
- b. Book-IT 5K, Eric Bartosz
 - i. Eric spoke on the history of the Book-It 5K, past community sponsors and asked if there is interest to resurrect the event in 2024.
 - ii. Eric stated more than ever there is a lot of competition with this kind of event, that being said he thinks there would be a lot of local interest and it would be successful.
 - iii. Key points for a successful event. Note: SLPL's last Book -IT was held in 2017
 - 1. T-Shirts
 - 2. Lots of prizes
 - 3. Outreach for Event Sponsors
 - 4. Timing 5-6 months to plan event
 - iv. Future Plans
 - 1. Make it a yearly event while promoting the library
 - v. Estimate Earning Based on 100 people
 - a. \$10 per participant (\$1000 based on 100)
 - b. Additional profit potential from sponsorships/donations

H. COMMUNITY DAY

- a. Coopersburg Community Day - September 16, 2023
 - i. Friends of SLPL will take care of the entire event including, setting up, staffing the booth and cleanup.
- b. Lower Milford Fall Fest- September 23, 2023
 - i. Friends of SLPL will not participate in this event. E. Deebel asked for board members to sign up to help. Further discussion about who was responsible for signing up for the event.
- c. K. Moyer inquired about who was collecting items from the book drop at Lower Milford, and asked if they were being paid for their time. Librarian Karen Klutinoty, from the audience, said that she had been collecting the items at Lower Milford on her way into work. Karen said she will consider adding her time going forward.

I. MINUTES

- a. Approval of minutes of the general business meeting of July 18, 2023 with corrections.
 - i. Discussion: K. Moyer asked for future meeting minutes to have page numbers, she also mentioned multiple misspellings and asked for some wording to be changed. V. Maund agreed to add page numbers and to fix typos.
 - ii. Motion: C. Kruse, seconded V. Maund
 - iii. Yea: P. Leonard, V. Maund, C. Kruse
 - iv. Abstain: C. Wayock, S. Rugis
 - v. Motion Failed
 1. Add to next meeting Agenda

J. CORRESPONDENCE & INFORMATION ITEMS

- a. P. Leonard spoke on the NPR News Article "The plot thickens: The Battle over books comes at a cost" <https://www.npr.org/2023/08/11/1192034923/the-plot-thickens-the-battle-over-books-cost> and staff concerns.

K. DIRECTION/DISCUSSION ITEMS

- a. Budget Prep and Report, Presentation to Funding Partners
 - i. C. Kruse gave the history of the budget preparation from 2022. The Director, Treasurer and Bookkeeper reviewed the past year's financial statements and made predictions for the upcoming year. Items to review included, but not limited to, salary increases and non-recurring expenses.
 1. C. Kruse, P. Leonard, S. Rugis and M. Sullivan will work together to generate the packets and send them to the Funding Partners prior to Board presentation.
- b. Operational Security – Network Equipment & Surveillance Cameras
 - i. P. Leonard would like to reach out to Crossroads IT to get a quote to upgrade the security controller and the cameras to get a 360 degree view of the property.
- c. Update of Bylaws
 - i. P. Leonard said we should continue to work on the Bylaws. The Lease is expiring in 2024, and this would be a good time to clean up and propose mutually agreed upon Bylaw changes with the Upper Saucon Township Supervisors. C. Kruse, C. Wayock and M. Sullivan would be interested in being on an adhoc Bylaw Committee.
- d. Review and update of Agenda, Board Meeting Packet Information Contents
 - i. P. Leonard stated he modified the Agenda format and will be using it going forward.
 - ii. P. Leonard stated that the information given in the Board Packets had many redundancies, P. Leonard would like to streamline the charts and graphics for reporting purposes and asked if that would be a problem. M. Sullivan said no. C. Kruse said we can ask our funding partners as to what information they require. M. Sullivan said he will also be pushing to streamline the year end profit/loss report. K. Moyer stated the Lower Milford Board of Supervisors have asked for detailed information during past budget presentations.

L. TREASURER'S REPORT

- a. Approval of Treasurer's Report of July 2023

- i. Questions:
 - 1. C. Kruse asked about the Lower Milford contribution.
 - 2. C. Kruse asked about future payments for Yoga classes. P. Leonard stated that it will be a straight income line item going forward. The Yoga instructor will be paying the Library directly and paying for the room rental. This was to alleviate the library staff of these duties.
 - 3. C. Kruse asked if we need to file a waiver due to Collection Expenses being under budget. M. Sullivan said he thinks we have some wiggle room and he is keeping an eye on it.
- ii. Motion: C. Kruse, seconded C. Wayock
- iii. Discussion: None
- iv. Yea: P. Leonard, V. Maund, C. Wayock, C. Kruse, S. Rugis, K. Moyer, E. Deebel
- v. Nay: None
- vi. Approved

M. ADDITIONAL BUSINESS

- a. None

N. COURTESY OF THE FLOOR

- a. None

O. ADJOURNMENT

- a. Motion C. Kruse, seconded C. Wayock

The meeting adjourned at 7:34 PM

V. Maund, Secretary

Next BOD meeting Tuesday September 19, 2023 at 6:30PM

Next Friends of SLPL meeting Monday September 11, 2023 at 1:00PM