

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
September 19, 2023
MINUTES**

Members present: P. Leonard, V. Maund, C. Kruse, K. Parsons, J. Schubert, K. Moyer, E. Deebel

Members absent: C. Wayock, S. Rugis

Others present: M. Sullivan, Library Director and one (1) visitor was 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. LST resident, Jo-Ellen Thomson, spoke on the HAL and LST issue.

D. LIBRARIAN'S REPORT

- a. M. Sullivan shared the following information:
 - i. Acclimation is going well; the library staff is doing a great job and has been very welcoming and supportive of the changes.
 - ii. Continuing to streamline the procedures and simplify the overall processes.
 - iii. Potential changing Library Hours of Operation will be discussed at the next staff meeting October 4, 2023.
 - iv. Yoga Class will no longer be a Library Sponsored event; due to the additional work for our staff. The Yoga program is a good thing and it will continue with a reduced room rental fee. More details to follow.
 - v. M. Sullivan spoke on the value of the Friends of SLPL, and what a wonderful asset the group is to the library. He looks forward to working with the group going forward.
 - vi. Kistler O'Brien inspected the fire alarm system on September 19, 2023.
 - vii. Preliminary Budget
 - 1. Coopersburg Borough requires the budget 2 weeks in advance of the presentation, the draft budget will be sent on September 20, 2023.
 - 2. Simplified handouts were given to the BOD for review. Much discussion followed. Topics: proposed budget , personnel rates and working hours followed.
 - 3. Bookkeeper position will be advertised as part-time.
 - a. Discussion followed on the reasons why the position is now part time.
 - viii. Lower Milford Township sent in the first and second quarter contribution/donation for 2023, it was sent along with a letter from E. Fucci. Third and fourth quarter contributions will be reviewed and voted on separately.
 - ix. Computers
 - 1. Future Planning: all twenty-five (25) Library computers need to be replaced in 2024. This expense will be covered by UST's Capital Fund.

E. PERSONNEL

- a. Bookkeeper Update
 - i. The HR Committee is going to switch gears now that the position is part time, they will be advertising on multiple sites and social media.
 - ii. Signer changes are needed to the QNB account; adding: C. Kruse and M. Sullivan, removing: J. Romendio.

F. FACILITY MAINTENANCE

- a. Lighting Project
 - i. Due to S. Rugis absence, we will add this item to the Agenda for next month.
- b. Operational Security
 - i. P. Leonard provided the board with a quote for 8 additional outdoor security cameras and controllers.
 - 1. Fusic business and police sharing collaboration. More information can be found here: <https://www.fusus.com/>
 - a. The police can access our cameras **if** there is an incident.
 - 2. Staff will have access to the cameras.
 - ii. Discussion followed about a camera over the circulation desk and perceived privacy issues.
 - iii. Invoice will be sent directly to UST for payment.

G. FUNDRAISING

- a. Book It 5K - look into this next year.
- b. K. Parsons spoke on The Friends of SLPL will be having a CASH Bingo on October 28, 2023. The Doors open at Noon, Games start at 1:00PM. There will be snacks and specials. \$20 per person.
- c. E. Deebel mentioned the Lower Milford Fall Fest is September 23, 2023, it is RAIN or SHINE. Her concern is that the rain will damage the books. The entire Board agreed that Ellen should use her judgment on whether or not she goes.

H. MINUTES

- a. Approval of minutes of the general business meeting of July 18, 2023 with corrections.
 - i. Motion: C. Kruse, seconded by J. Schubert
 - ii. Yea: P. Leonard, V. Maund, C. Kruse, K. Parsons, J. Schubert, K. Moyer, E. Deebel
 - iii. APPROVED
- b. Approval of minutes of the general business meeting of August 15, 2023
 - i. Motion: C. Kruse, seconded by J. Schubert
 - ii. Yea: P. Leonard, V. Maund
 - iii. Abstain: J. Schubert, K. Parsons
 - iv. FAILED
 - 1. Add to next meeting Agenda

I. CORRESPONDENCE & INFORMATION ITEMS

- a. None

J. DIRECTION/DISCUSSION ITEMS

- a. Budget Prep and Report, Presentation to Funding Partners
- b. Operational Security – Network Equipment & Surveillance Cameras
- c. Update of Bylaws
- d. Review and update of Agenda, Board Meeting Packet Information Contents

K. TREASURER’S REPORT

- a. Approval of Treasurer’s Report of August 15, 2023
 - i. Questions:
 - 1. C. Kruse asked if the payment from SLSD been requested
 - 2. C. Kruse asked for clarification on the Insurance YTD line item.
 - 3. V. Maund asked what the YTD is for legal fees.
 - ii. Motion: K. Parsons, seconded by C. Kruse
 - iii. Yea: P. Leonard, V. Maund, C. Kruse, K. Parsons, J. Schubert, K. Moyer, E. Deebel
 - iv. APPROVED

L. ADDITIONAL BUSINESS

- a. K. Moyer asked if we would like to do the Rosedale poinsettia sale. K. Moyer has the template for the voucher and will provide it to the staff.
 - i. Board Agreed
- b. V. Maund would like to organize a community blood drive through Miller Keystone Blood Center. V. Maund met with the coordinator from Miller Keystone, Tracy Trapp, on September 7, 2023 at the library for a tour to see if we can have it in the meeting room. The library has been approved to hold an inside blood drive, the meeting room and bathrooms passed inspection. Miller Keystone can pull up around the back of the property to unhold and set up with minimal disruption to the library staff. Requirements: Twenty-five (25) donor signups ahead of time. Available dates are May 2 , June 6, July 4, or August 1, 2024. Blood Drive time frame is 1:00-7:00 PM. V. Maund will reach out to local businesses for “incentive” items/gifts for donors.
 - i. **ACTION ITEM: M. Sullivan will check to see if the meeting room is available on May 2, 2024. M. Sullivan will check with the Friends of SLPL to see if they want to be involved.**
- c. J. Schubert asked to be put on the adhoc Bylaws team.

M. COURTESY OF THE FLOOR

- a. None

N. ADJOURNMENT

- a. Motion P. Leonard, seconded C. Kruse

The meeting adjourned at 8:39PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOD meeting Tuesday October 17, 2023 at 6:30PM

Next Friends of SLPL meeting Monday October 9, 2023 at 1:00PM

LST Committee meeting October 28, 2023 at 3:00 PM

Upcoming Budget Presentations:

Coopersburg Boro: October 3, 2023

Upper Saucon Township: September 26, 2023

Lower Milford: TBD

Southern Lehigh School District: TBD