

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
October 17, 2023
MINUTES**

Members present: K. Parsons, V. Maund, C. Kruse, J. Schubert, K. Moyer, S. Rugis

Members absent: P. Leonard, C. Wayock, E. Deebel

Others present: M. Sullivan, Library Director.

A. OPENING PROCEDURES

- a. Call to Order
 - i. K. Parsons called the meeting to order at 6:37PM

B. NOTIFICATION

- i. K. Parsons read the following statement: Please be aware that the LST Partnership Discussion has been referred to the 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. None.

D. LIBRARIAN'S REPORT

- a. M. Sullivan shared the following information:
 - i. New hire, Candice Siess, started October 16, 2023. Candice is training with Colleen, and will be working at the Circulation Desk.
 - ii. New Hours of Operation
 - iii. Kistler O'Brien was out again, this time to check fire extinguishers and emergency lights. They also recommended replacing our foam extinguishers with halon type, as the foam causes collateral damage to books and computers, whereas the halon acts in a more direct and compact way.
 - 1. Board discussion regarding the types of fire extinguishers; board requested Kistler to provide MDS sheets and reason for the halon recommendation. BODs requested more time to make a recommendation.
 - a. **ACTION ITEM: Request MDS sheets for Halon extinguishers and reasons for this recommendation.**
 - b. K. Moyer suggested purchasing an emergency fire blanket for the kitchen area.
 - iv. SLPL Blue Prints
 - 1. Board discussion on location of the missing building blueprints.
 - v. Pierogie fundraiser; Taking orders from October 13th through 27th, pick up is November 18, 2023. Fundraising orders going well so far despite our competition with SL competition cheer.
 - vi. Budget presentations to UST and Coopersburg went well. The library is asking for level funding from all municipal partners, the library will cover any budget deficit out of the library's savings account.
 - 1. Upper Saucon Township on September 26, 2023
 - 2. Coopersburg Borough on October 3, 2023
 - vii. Abuse Prevention Policy Review (Political Subdivision Tort Claims): Selective, which handles that portion of our policy, is requiring us to have more documentation, above and beyond our clearances, to show that we have taken every possible step to mitigate

any issues. BODs received copies of the policy, and were asked to sign, date and return by the next meeting.

1. **ACTION ITEM: ALL BODs need to sign and return the form to M. Sullivan at the next Board Meeting.**

E. PERSONNEL

- a. Candice Seiss, Circulation Desk clerk started October 16, 2023
- b. Several changes to working hours for personnel.
 - i. Reg Hartung increased her weekly hours from 2 to 6 effective October 1, 2023.
 - ii. Danielle Monroe increased her weekly hours from 25 to 35 effective October 1, 2023.
 - iii. Colleen Gorsky increased her weekly hours from 26 to 32 effective October 6, 2023.
 - iv. Marilla Payne increased her weekly hours from 20 to 24 effective October 14, 2023
- c. Bookkeeper Update
 - i. The HR Committee had a phone interview with a candidate. M. Sullivan will interview the candidate October 18, 2023 at Noon.
 - ii. M. Sullivan is confident that the Bookkeeper position change to part-time is the right approach.

F. FACILITY MAINTENANCE

- a. Lighting Project
 - i. S. Rugis recommends awarding Appleby Electric the contract based on their estimate #1152 dated 7/18/2023. Appleby Electric will perform the work after library hours, limiting the disruption to staff and the public. The quote prices varied and Appleby was in the middle, with a price of \$104,625. SLPL received 3 quotes to replace the pendant lights to LED. This upgrade will save on electricity and also provide a better lighting environment for reading.
 1. C. Kruse made the following Motion: Motion to approve the Facilities Committee and M. Sullivan to move forward with negotiating a contract per the Appleby Electric quote provided, Seconded by V. Maund.
 2. Yea: V. Maund, J. Schubert, K. Parsons, C. Kruse, S. Rugis, K. Moyer
 3. APPROVED
- b. Operational Security
 - i. The equipment is ordered and will be installed by Crossroads in the near future. UST has sent a check (\$7,588.00) from the capital fund to pay for the work.

G. FUNDRAISING

- a. Pierogie Sale Fundraiser
 - i. We are competing with SL competition cheer. Our fundraising overlaps 6 days with the same supplier, Bayou Boys.
 - ii. V. Maund asked how many times we have done this sale and what our percentage of the sales. K. Moyer stated we had the sale one other time and the library receives various percentages, 30% (or \$3) on the \$10 option and 33% (or \$4) on the \$12 option.
 - iii. V. Maund asked if we are open to other pierogie suppliers for future sales, it was agreed that we would.
- b. FSLPL Cookie Sales
 - i. Cookie bakers sign up now, Cookie Pickup is Friday December 15, 2023 and Saturday 16, 2023.
- c. FSLPL Cash Bingo
 - i. Bingo was canceled due to lack of ticket sales.
- d. Helping Hands Campaign 2023-2024
 - i. M. Sullivan asked for some guidance. C. Kruse suggested M. Sullivan updates the letter on file with a theme that makes sense. In past years, the letters have gone out late

October, M. Sullivan is confident he will get this turned around quickly.

1. The practice of adding leaves to the Tree of Knowledge opposite the circulation desk for people/businesses that contribute \$1K or more to the annual Helping Hands campaign appears to have fallen to the back burner for the last few years. M. Sullivan will be rectifying that as soon as possible.
- e. Keurig Coffee Maker and Accessories
 - i. V. Maund donated and suggested selling tickets or raffling as M. Sullivan sees fit.
 - f. Book-It Race
 - i. BODs will decide sometime in December 2023 or January 2024 if the event will take place.
 - g. Kid Artshow
 - i. C. Kruse would like to organize this again for April 2024.
 1. Board consensus to move ahead. Tentatives dates April 14, 2024 or April 21, 2024
 2. **ACTION ITEM: M. Sullivan will check to see if the meeting room is available April 14, 2024 or April 21, 2024.**
 - h. Poinsettia Sale
 - i. K. Moyer stated due to the local supplier not growing poinsettias the sale is canceled.
 - ii. K. Parsons asked if K. Moyer can find a supplier for bulbs; amaryllis or paper whites instead. K. Moyer agreed she will look into it.

H. MINUTES

- a. Approval of minutes of the general business meeting of August 15, 2023
 - i. Motion: C. Kruse, seconded S. Rugis
 - ii. Yea: V. Maund, J. Schubert, K. Parsons, C. Kruse, S. Rugis, K. Moyer
 - iii. APPROVED
- b. Approval of minutes of the general business meeting of September 19, 2023
 - i. Motion: C. Kruse, seconded S. Rugis
 - ii. Yea: V. Maund, J. Schubert, K. Parsons, C. Kruse, K. Moyer
 - iii. Abstain: S. Rugis
 - iv. APPROVED

I. CORRESPONDENCE & INFORMATION ITEMS

- a. None.

J. DIRECTION/DISCUSSION ITEMS

- a. Budget Prep and Report, Presentation to Funding Partners
 - i. M. Sullivan and C. Kruse said Upper Saucon Township and Coopersburg went very well.
 - ii. Still waiting for Lower Milford Township to schedule the meeting.
 - iii. SLSD will be sometime in April 2024.
- b. Operational Security – Network Equipment & Surveillance Cameras.
 - i. Cameras are on order and we received the check from Upper Saucon Township to cover the costs.
- c. Update of Bylaws
 - i. C. Kruse is coordinating a November meeting date with J. Leeson solicitor and the others on the ad hoc committee. The bylaws need to be finalized before the SLPL lease renewal in August 2024.
- d. Review and update of Agenda, Board Meeting Packet Information Contents
 - i. C. Kruse would like more details on user statistics, due to municipality requests/inquiries.

- ii. V. Maund requested the monthly paid bills list be provided in the packet contents.
- iii. BODs feedback to Board President, P. Leonard; the consent agenda items moved to the beginning of the agenda.
- e. Miller Keystone Blood Drive
 - i. V. Maund, Blood Drive is schedule for Thursday May 2, 2024 1:00PM - 7:00PM
 - 1. V. Maund will reach out to the Inside Scoop to see if they would be interested in a collaboration with us for an incentive item for blood donors.

K. TREASURER’S REPORT

- a. Approval of Treasurer’s Report of September 19, 2023
 - i. Motion: C. Kruse, seconded by V. Maund
 - ii. Yea: V. Maund, J. Schubert, K. Parsons, C. Kruse, S. Rugis, K. Moyer
 - iii. APPROVED

L. ADDITIONAL BUSINESS

- a. K. Moyer asked if we are meeting on October 25, 2023 for the LST committee.
 - i. **ACTION ITEM: K. Moyer will ask P. Leonard for the meeting Agenda and Public Notice.**
- b. Due to the current political climate regarding certain books, V. Maund requested M. Sullivan supply BODs the Collection Development Policy and Reconsideration of Library Materials.
 - i. **ACTION ITEM: M. Sullivan will email all BODs the Collection Development Policy and Reconsideration of Library Materials.**

M. COURTESY OF THE FLOOR

- a. None.

N. ADJOURNMENT

- a. Motion C. Kruse, seconded V. Maund.

The meeting adjourned at 7:40M

V. Maund, Secretary

UPCOMING MEETINGS

Next BOD meeting Tuesday November 21, 2023 at 6:30PM

Next Friends of SLPL meeting Monday November 13, 2023 at 1:00PM

ByLaw Ad Hoc Committee - TBD

Upcoming Budget Presentations:

Lower Milford: TBD

Southern Lehigh School District: TBD