

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

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

Members absent: S. Rugis, C. Wayock

Others present: M. Sullivan, Library Director

A. OPENING PROCEDURES

- a. Call to Order
 - i. P. Leonard called the meeting to order at 6:39 PM.

B. NOTIFICATION

- i. P. Leonard 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.
- ii. This statement will be removed from future Agendas.

C. MINUTES

- a. Approval of minutes of the general business meeting of November 21, 2023
 - i. Motion: C. Kruse, seconded K. Parsons
 - ii. Yea: P. Leonard, V. Maund, J. Schubert, K. Parsons, C. Kruse, K. Moyer, E. Deebel
 - iii. Motion carried.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. Approval of Treasurer's Report of November 2023
 - i. Motion: K. Parsons, seconded by C. Kruse
 - ii. Yea: P. Leonard, V. Maund, J. Schubert, K. Parsons, C. Kruse, K. Moyer, E. Deebel
 - iii. Motion carried.

F. LIBRARIAN'S REPORT

- a. M. Sullivan shared the following information with the Board:
 - i. The new LED pendant lights in the Children's Room have been installed; it's a remarkable change and he is very happy with the project thus far! V. Maund asked if there were any issues with the ceiling tiles, P. Leonard said there are no issues with the tiles so far.
 - ii. No Luck so far on finding a replacement for our marketing and social media staff member.
 - 1. **Action Item: M. Sullivan will add the Marketing/Social Media position to the SLPL website.**
 - 2. **Action Item: Bookkeeper position will continue to stay on the SLPL website.**
 - iii. J. Schubert mentioned boosting ads on Facebook; there is a fee.
 - iv. K. Moyer mentioned using the FB tag "@everyone" to get the attention of everyone who follows the SLPL FB page. Also, if the SLPL makes events on FB you can share them to different local FB groups to help advertise.
 - v. Fundraising Update: Friends Holiday Cookie sold over 100 Boxes of Cookies, proceeds

benefit the Library.

G. OLD BUSINESS

- a. Fundraising
 - i. Helping Hands
 - 1. M. Sullivan said to date we have received \$25K, not including PayPal (December only)
 - ii. FLSPL - Holiday Cookie Sale
 - 1. Friends Holiday Cookie sold over 100 Boxes of Cookies at \$10.00 per box, proceeds benefit the Library
 - iii. Giving Tuesday - Proceeds were \$700.00

H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Motion to add Patrick Leonard & Mark Sullivan as administrators for the Embassy Bank account, and to remove all previous signatories who are no longer associated with the library or the Board of Trustees (Add Treasurer in January if the position changes).
 - i. Motion: C. Kruse, seconded V. Maund
 - ii. Yea: P. Leonard, V. Maund, J. Schubert, K. Parsons, C. Kruse, K. Moyer, E. Deebel
 - iii. Motion carried.
- b. Motion to approve the library calendar of holiday closings and Board meetings for 2024
 - i. Motion: K. Parsons, seconded C. Kruse
 - ii. Yea: P. Leonard, V. Maund, J. Schubert, K. Parsons, C. Kruse, K. Moyer, E. Deebel
 - iii. Motion carried.
- c. Motion to approve the 2024 SLPL Budget
 - i. Motion: V. Maund, seconded C. Kruse
 - ii. Yea: P. Leonard, V. Maund, J. Schubert, K. Parsons, C. Kruse, K. Moyer, E. Deebel
 - iii. Motion carried.
- d. Committee to Discuss Lower Saucon – Off the agenda starting next month
- e. Update of Bylaws – Committee meeting with Solicitor January 17, 2024. This will be a Zoom Call or in person, TBD.
- f. Strategic Plan – copy of plan was sent to BODs on 12/19 via email

I. CORRESPONDANCE & INFORMATION ITEMS

- a. P. Leonard thanked the following Board Members, who's term is expiring, for their service:
K. Moyer, E. Deebel, C. Wayock, S. Rugis, K. Parsons

J. ADDITIONAL BUSINESS

- a. V. Maund, New Fundraiser; FORK'D Saint Patrick's Day Pie Sale
Details:
SLPL will take orders February 18 - February 29, 2024.
Shepherd's Pie (Lamb) \$19 each, Cottage Pie (Beef) \$15 each.
Customer Pickup at SLPL Saturday March 16, 2024.
SLPL will have on-line ordering available and PayPal will be available for payment for online orders.
SLPL will receive 25% of sales.

K. COURTESY OF THE FLOOR

- a. None.

L. ADJOURNMENT

- a. Motion C. Kruse, seconded K. Parsons.

The meeting adjourned at 7:38 PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOD meeting Tuesday January 16, 2024 at 6:30PM

Next Friends of SLPL meeting Monday January 8, 2024 at 1:00PM

Bylaw Ad Hoc Committee - January 17, 2024

Upcoming Budget Presentations:

Lower Milford: TBD

Southern Lehigh School District: TBD