

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
February 20, 2024
MINUTES**

Members present: P. Leonard, C. Kruse, V. Maund, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons

Members absent: J. Schubert

Others present: M. Sullivan, Library Director and 1 visitor present

A. OPENING PROCEDURES

- a. Call to Order
 - i. P. Leonard called the meeting to order at 6:55 PM.

B. NOTIFICATION

- i. P. Leonard, the reorganization of the SLPL Board of Directors and the Annual Meeting was held on Tuesday February 20, 2024 at 6:30PM.

C. MINUTES

- a. Approval of minutes of the general business meeting of December 19, 2023
 - i. Motion: K. Parsons, seconded by C. Kruse
 - ii. Yea: P. Leonard, C. Kruse, V. Maund, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
 - iii. Motion carried.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. Approval of Treasurer's Report of January 2024
 - i. Motion: V. Maund, seconded by C. Kruse
 - ii. Yea: P. Leonard, C. Kruse, V. Maund, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
 - iii. Motion carried.

F. LIBRARIAN'S REPORT

- a. M. Sullivan shared the following information with the Board:
 - i. New hire, Kelly Harkcom, was hired for a maximum of 20 hours a week. She will be helping out Thursday evening and one (1) Saturday a month. She will also be working remotely on advertising, social media, etc.
 - ii. The Helping Hands Campaign is going very well so far, another appeal will be going out soon.
- b. V. Maund asked a question concerning the cost discrepancy regarding new computers that were recently installed. The initial quote was for \$25,000, but the actual cost was \$38,000. M. Sullivan stated there was more to the update than originally planned. Upper Saucon Township paid the invoice. The last computer rehaul was over 10 years ago, 27 computers replaced.
- c. P. Leonard said at this point, the library has updated the network, network switches, peripherals and all computers. He asked if the printer needs to be replaced - M. Sullivan said the printer software is going to be upgraded and he believes the main black and white printer is in fine working condition..
- d. M. Sullivan, we will be upgrading to the newest version of Microsoft Office Suite on the

- computers. P. Leonard said we are eligible for free upgrades.
- e. K. Parsons asked if the network is secure, M. Sullivan said it is. We receive monthly reports from Crossroads IT regarding cyber security.

G. OLD BUSINESS

- a. Fundraising
- i. C. Kruse, Creative Kids April 20, 2024
 1. 3 Artists are signed up
 2. **ACTION ITEM: C. Kruse will send all BODs the sponsor sheet information.**
 - ii. V. Maund, Month of March TEXAS ROADHOUSE ONLINE GIFT CARD SALES - SLPL will receive 10%.
 - iii. V. Maund, APRIL 22, 2024 - TEXAS ROADHOUSE DINE AND DONATE - SLPL will receive 10% if flier is presented at time of checkout.
 - iv. E. Deebel, said McDonald's would most likely be interested in having a fundraiser.
 1. **ACTION ITEM: E. Deebel will contact McDonalds for information.**
 - v. E. Deebel asked if we are going to continue with "Read between the Lines". P. Leonard said not at this time.
 - vi. G. Loveless asked if we can start a "swag" sale ie: shirts, sweatshirts, book bags etc.
 1. **ACTION ITEM: C. Kruse said she will look for the artwork we had previously and send to G. Loveless.**

H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Banking: P. Leonard and M. Sullivan are meeting with Embassy Bank to discuss moving some funds to a higher interest bearing account. M. Sullivan was looking for some guidance as to what the original intent of having two accounts at Embassy Bank; one with a balance of \$2000 and the other with \$100,000.
 - i. **ACTION ITEM: P. Leonard will reach out to D. Inglis to see if she has any insight on the reasoning for the two separate accounts.**
- b. Update of Bylaws: P. Leonard, Bylaw committee met with Attorney Lesson on January 17, 2024. There is a rough draft available. P. Leonard would like the committee to meet one additional time before sharing the BOD.
- c. K. Parson asked if we should have a policy for Zoom participation for board meetings, used only in case of emergency.
 - i. **ACTION ITEM: P. Leonard will ask Attorney Leeson.**
- d. Strategic Plan Update: P. Leonard suggested we wait for Committee Member assignments and pickup at the next few meetings.
 - i. **ACTION ITEM: K. Parson will send an email to the BOD the copy of the Strategic Plan.**

I. CORRESPONDANCE & INFORMATION ITEMS

- a. Texas Roadhouse Fundraising Material

J. ADDITIONAL BUSINESS

- a. Friends of SLPL: K. Parsons, there 77 members to date. Evening with Friends tickets are available. The President and Vice President have resigned. Friends are updating their Bylaws.

K. COURTESY OF THE FLOOR

- a. None.

L. ADJOURNMENT

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

The meeting adjourned at 7:27 PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOD meeting Tuesday March 19, 2024 at 6:30PM

Next Friends of SLPL meeting Monday March 11, 2024 at 1:00PM

Bylaw Ad Hoc Committee -TBD

Upcoming Budget Presentations:

Lower Milford: TBD

Southern Lehigh School District: TBD