

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
March 19, 2024
MINUTES**

Members present: C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, D. Miller, K. Parsons

Members absent: P. Leonard, G. Loveless

Others present: M. Sullivan, Library Director

A. OPENING PROCEDURES

- a. Call to Order
 - i. C. Kruse called the meeting to order at 6:36PM.

B. NOTIFICATION

- a. None

C. MINUTES

- a. Approval of minutes of the general business meeting of February 20, 2024
 - i. Motion: K. Parsons, seconded by D. Miller
 - ii. Yea: C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, D. Miller, K. Parsons
 - iii. Motion carried.
- b. Approval of minutes of the Annual Meeting for 2023 held on February 20, 2024
 - i. Motion: K. Parsons, seconded by D. Miller
 - ii. Yea: C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, D. Miller, K. Parsons
 - iii. Motion carried.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. Approval of Treasurer's Report of March 2024
 - i. Questions
 - 1. J. Schubert asked for clarifications on UST funding accounts.
 - 2. V. Maund asked for clarification on room rental deposits and where it is shown on the spreadsheet.
 - ii. Motion: K. Parsons, seconded by D. Miller
 - iii. Yea: C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, D. Miller, K. Parsons
 - iv. Motion carried

F. LIBRARIAN'S REPORT

- a. M. Sullivan shared the following information with the Board:
 - i. Helping Hands' second mailing was sent the week of March 10, 2024.
 - 1. To date we received \$1400 from the second mailing.
 - ii. The server quote replacement will be on the next meeting Agenda for Board Review
 - 1. 7 years old - out of warranty, however its working fine.
 - iii. Children's Spring Programming schedule will be released and ready for registrations 3/20/2024.

G. OLD BUSINESS

- a. Fundraising
 - i. V. Maund, Fork'D Pie Fundraiser
 - 1. Pickup was 3/15/2024, 29 pies were sold, profit was \$118.00 to SLPL.
 - 2. We had some difficulties with advertising the sale early on, we will continue to figure out what works and how we can do better in the future.
 - 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 has emailed McDonald's to see if there is a possibility of a Dine and Donate night.
 - v. C. Kruse, Creative Kids Art Show
 - 1. To date we are lacking a financial sponsor, we have four (4) Basket Raffle Donations and two (2) Artists signed up
 - 2. C. Kruse suggested we run it as a Kids Art Show and raffle the baskets
 - 3. V. Maund suggested continuing as planned and selling basket raffle tickets starting April 1, 2024 will help promote the show. V. Maund is picking up additional baskets this week. V. Maund will secure a financial sponsor at the \$250 level.
 - 4. E. Deebel will check with Jaquelyn's on Main to see if they would like to donate food items for the show.
 - 5. C. Kruse decided to move forward with the show as originally intended.

H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Banking: M. Sullivan, Fund transfers to higher interest-bearing accounts pending approved minutes.
 - i. Waiting for Embassy Bank to agree to transfer. Bank needed General Meeting minutes for the last two (2) months. The fund transfer should be completed by the next BOD meeting in April.
- b. Update of Bylaws: C. Kruse, a draft of the new bylaws will be supplied to the BODs for review at the next BOD meeting in April.
 - i. Goal is to have bylaws complete in time for lease renewal; August 2024.
- c. Strategic Plan Update: K. Parsons, stated she is off that committee so she will pass along the information to P. Leonard.
- d. Committee Assignments: Booklets with descriptions and roles are available. C. Kruse said everyone should email P. Leonard with their assignment requests. Committee Member assignments will be made at the next meeting.

I. CORRESPONDANCE & INFORMATION ITEMS

- a. None

J. ADDITIONAL BUSINESS

- a. M. Sullivan, emailed the BODs the 2023 Annual Report, reach out if you have questions.
- b. V. Maund, May 2, 2024 Blood Drive Update - Fully Booked, 32 spots filled. Keystone Miller will be at the library at 11:30 to set up in the Community Room. V. Maund will make reminder phone calls 3-5 days before the event.

K. COURTESY OF THE FLOOR

- a. None.

L. ADJOURNMENT

- a. Motion K. Parsons, seconded by D. Miller

The meeting adjourned at 7:04 PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOD meeting Tuesday April 16, at 6:30PM

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

Bylaw Ad Hoc Committee -TBD

Upcoming Budget Presentations:

Lower Milford: TBD

Southern Lehigh School District: TBD