

**SOUTHERN LEHIGH PUBLIC LIBRARY  
BOARD OF DIRECTORS MEETING  
GENERAL BUSINESS MEETING  
April 16, 2024  
MINUTES**

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

Members absent:

Others present: M. Sullivan, Library Director

**A. OPENING PROCEDURES**

- a. Call to Order
  - i. P. Leonard called the meeting to order at 6:35PM.

**B. NOTIFICATION**

- a. None.

**C. MINUTES**

- a. Approval of minutes of the general business meeting of March 19, 2024
  - i. Motion: K. Parsons, seconded by C. Kruse
  - ii. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, 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 March 2024
  - i. Motion: K. Parsons, seconded by C. Kruse
  - ii. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, 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. Seed Library
    - 1. D. Monroe receives all the credit for this new service for our community. All seeds were donated by Tilley's, Baker Creek, Burpee Seed and Seed Savers Exchange. 96 packets have been handed out so far. Patrons can receive up to 4 packs of seeds.
  - ii. Solar Eclipse Glasses
    - 1. Thank you to K. Parsons for securing 45 solar eclipse glasses for our patrons.
    - 2. SLPL began collecting the used Solar Eclipse Glasses for Astronomers without Borders.
  - iii. Resource Sharing
    - 1. Beginning April 3, we entered into a resource sharing agreement with Allentown, Bethlehem (6 locations), Easton (2 locations), Bangor, and Monroe Co. (Barrett Paradise Friendly, Clymer, PoconoMountain, Western Pocono, Eastern Monroe (4 locations)) libraries. All libraries use the SPARK ILS. Staff and patrons now have the option to search all 30 catalogs (if LCLC does not own an

item), place a hold, and have the item delivered to SLPL via District deliveries. This can be seen as just an extension of the process we have had in place to search Allentown's catalog, and will save on District ILL costs.

2. Increase in IDS costs will mean changes to the District budget, including canceling Heritage Quest database as well as museum passes and summer reading software. We will work the software into SLPL's 2025 budget, and look at adding museum passes on our own this year.
  3. The LCLC Directors decided to change patron renewal dates from annually to every 3 years, and PaLLS has taken care of migrating patrons to the new permission groups. Patrons renewed from April 1 forward receive the 3 year renewal.
- iv. HR Manual  
Mark would like the HR Committee to help with updating the Personnel Manual.

#### **G. OLD BUSINESS**

- a. Fundraising
  - i. Creative Kids Art Show, C. Kruse
    1. Extended deadline for Art submission date to April 19, 2024. Basket raffles are generating interest and tickets are being sold. C. Kruse will be setting up the Community Room Friday afternoon, board members please sign up to volunteer for 1 hour during the event..
  - ii. Texas Roadhouse dine and donate is Monday April 22, 2024
    1. Free Appetizer coupons are at the circulation desk for patrons to use on Monday night.
    2. Congratulations to Shannon Stokes for winning the Texas Roadhouse Raffle Basket. M. Sullivan will contact Shannon and let her know her basket is here for pickup.

#### **H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM**

- a. Embassy Bank Accounts to higher interest bearing account.
  - i. Motion to authorize M. Sullivan and P. Leonard to close the accounts and combine the amounts of \$100,000.00 and \$3,000.00 to a high interest bearing 12 month CD.
    1. Motion: C. Kruse, seconded by J. Shubert
    2. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebeel, G. Loveless, D. Miller, K. Parsons
    3. Motion carried.
- b. Update old Bylaws
  - i. Committee is working on the red-lines and will forward to Atty. Leeson. The committee will provide the BOD at the next general meeting.
- c. Strategic Plan
  - i. Look for more at future meetings; committees need to be filled.
- d. Committee Assignments
  - i. P. Leonard asked the board for their interest in the four primary Committee Assignments and were filled as follows:
    1. Finance: J. Schubert and G. Loveless
    2. Planning: D. Miller and E. Deebeel
    3. HR: C. Kruse and K. Parsons
    4. Facilities: V. Maund and S. Arnold
  - ii. P. Leonard will be an ex-officio member of all committees.
  - iii. Ad Hoc Bylaws Committee is P. Leonard, C. Kruse and J. Schubert

#### **I. CORRESPONDANCE & INFORMATION ITEMS**

- a. K. Parsons, Friends of Southern Lehigh Public Library is having their Books, Bedding and Baked Sale on May 4, 2024.
- b. V. Maund, Blood Drive: May 2, 2024 at 1:00 PM, Miller Keystone will be arriving at 11:30AM for setup. M. Sullivan will be onsite to help them if needed.
- c. P. Leonard, UST Events
  - i. April 20, 2024 Electronics Recycling event from 9:00 AM-Noon at Hopewell Park.
  - ii. April 27, 2024, Backyards Birds and Birding Presentation 10:00-11:30 AM at the UST Building.
  - iii. May 4th FREE Shredding Event 10:00 AM-Noon at Hopewell Park.
  - iv. Many FREE Movie Nights and Concerts throughout the summer at Hopewell Park, check the website.
- d. K. Parsons - National Night Out is happening in August at Hopewell Park, we will have a booth and giveaways.

**J. ADDITIONAL BUSINESS**

- a. Server Upgrade
  - 1. Motion to authorize M. Sullivan to order Server Upgrade. Ref Quote #146 dated Feb 22, 2024 in the amount of \$14,775.00.
    - a. Motion: V. Maund, seconded by S. Arnold
    - b. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
    - c. Motion carried.

**K. COURTESY OF THE FLOOR**

- a. None.

**L. ADJOURNMENT**

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

The meeting adjourned at 7:32PM  
V. Maund, Secretary

UPCOMING MEETINGS

Next BOD meeting Tuesday May 21, 2024 at 6:30PM

Next Friends of SLPL meeting Monday May 13, 2024 at 1:00PM

Bylaw Ad Hoc Committee -TBD

**Upcoming Budget Presentations:**

Lower Milford: TBD

Southern Lehigh School District: TBD