

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

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

Members absent: C. Kruse, G. Loveless

Others present: M. Sullivan; Library Director

**A. OPENING PROCEDURES**

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

**B. NOTIFICATION**

- a. The July 16, 2024 meeting was canceled.

**C. MINUTES**

- a. Approval of minutes of the general business meeting of June 18, 2024
  - i. Motion: K. Parsons. seconded D. Miller
  - ii. Yea: P. Leonard, 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 Reports for May 2024, June 2024 and July 2024
  - i. Motion: K. Parsons, seconded by S. Arnold
  - ii. Yea: P. Leonard, V. Maund, J. Schubert, S. Arnold, E. Deebel, D. Miller, K. Parsons
  - iii. Motion carried.

**F. LIBRARIAN'S REPORT**

- a. Mark Sullivan will provide information on personnel, facilities and other topics. He spoke on the following:
  - i. **Programs & Services**
    - 1. Our Summer Fun Club officially began June 20 and ran through August 8. Attendance at all programs was strong, as reflected on the stats report:
      - a. 436 people participated in Beanstack (kids, teens, and adults combined), an increase of 36% from last year.
      - b. 287,069 minutes were read, an increase of 29% from last year.
      - c. There were 51 programs in 49 days, an increase of 13% from last year.
      - d. In addition, 139 patrons have entered SLPL's District-wide Passport to Adventure raffle to date, which goes until the end of August. We were the 6<sup>th</sup> or 12<sup>th</sup> stop for 24 people, which earned them a raffle ticket for the District Ipad prize.
    - 2. A teacher from the SLSD, who does not live in our area and is not eligible for a LCLC card, asked if we could issue cards to SLSD teachers in a similar situation to allow them to borrow items to use in their classes. I think it would be a good service to provide to SLSD. BOD Agreed to allow Southern Lehigh SD teachers library cards.

ii. **Technology**

1. Our 3 year ISP contract with Astound/RCN is expiring, and we solicited proposals for a new contract. We missed the e-rate deadline for this July-June fiscal year, but we received 6 proposals and will be staying with Astound for another year. Old rate: \$805/mo. for 200 mbps ; new rate: \$549/mo. for 500 mbps. Next year, we will bid again through the e-rate process, reassess if we want/need to move to 1 Gbps, and 40% of our internet cost will be reimbursed through e-rate.

**G. OLD BUSINESS**

a. Fundraising

- i. E. Deebel looked into a DIne and Donate at a local Red Robin and is waiting for a return call.
- ii. S. Arnold left a message with Amy Bausher, SLSD teacher and SLEA President, about “dress down for books” and is waiting for a return call.
- iii. D. Miller was contacted by the director of the Coopersburg Farmers Market; they have offered us a free booth at the market to promote SLPL. D. Miller will revisit for the 2025 season.
  1. V. Maund asked if we have the capability to signup/register community members remotely, ie: at our local community events. M. Sullivan said it can be done remotely if we had a laptop available.
    - a. **Action Item: P. Leonard will provide a laptop and printer.**
  2. D. Miller mentioned we can sell merchandise at the market; selling bookbags and T-shirts was discussed.
    - a. **Action Item: E. Deebel will contact some local SL businesses for quotes on bookbags and t-shirts.**
- iv. J. Schubert asked if SLPL would allow yard signs for local non-profit organizations/events on library property.. The BOD agreed to allow yard signs for local non-profit organizations only.
  1. **Action Item: M. Sullivan will write a policy for yard signs.**

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

- a. Embassy Bank: signer pages completed.
- b. Lease Renewal Request
  - i. The Upper Saucon Township solicitor is working on review, then UST Supervisors need to approve.
- c. Update of Bylaws
  - i. The Upper Saucon Township solicitor is working on review, then UST Supervisors need to approve.
  - ii. K. Parsons asked for clarification and considerations of ex-officio members and eligibility of those members to be an officer. P. Leonard stated for legal reasons the ex-officio members' votes do not count.
  - iii. K. Parsons asked for clarification as to why it's the secretary's role and not the treasurer's role: *“to each year in the month of January the secretary shall determine the number of voting board directors board allowed”*. P. Leonard stated that the secretary gives legal actions not the treasurer.
  - iv. J. Schubert suggested Upper Saucon Township provide grants to Lower Milford and Coopersburg to bring them up to the 15% funding. Discussion was had about the possibility of Lower Milford and Coopersburg applying for grants to help bring them up to the required 15% funding for voting members.
- d. Strategic Plan: Pending. Waiting until Lease Renewal and Bylaws completion and approval from UST Supervisors.
- e. Approve Personnel Manual revisions

- i. M. Sullivan stated the changes were to clarify and remove redundancies in the language.
- ii. V. Maund asked for clarification on the “*date of hire*” and “*may earn some benefits*” for new employees.
- iii. J. Schubert asked if there were reasons for eligibility of sick and surgical leave are different. M. Sullivan stated this is the way the policy was written prior to him becoming the director.
- iv. V. Maund asked about the front loaded vacation policy and the possibility of prorating the paid vacation leave when people terminate their employment.

***S. Arnold left meeting at 7:43 PM***

- v. V. Maund asked why we are retroacting this policy change back to January 1, 2024. M. Sullivan stated he has been administering currently and wants to put it in writing.
- vi. V. Maund wanted to add that the Board of Directors vote/approve reimbursements of Participation in Credit Courses; Degree Programs for employees. P. Leonard, K. Parsons and J. Schubert stated they think it should be left up to the Library Director.
- vii. Motion to send the draft Personnel Manual revision to our solicitor for legal review.
  - 1. Motion: K. Parsons. seconded D. Miller
  - 2. Yea: P. Leonard, V. Maund, J. Schubert, E. Deebel, D. Miller, K. Parsons
  - 3. Motion carried.

**I. CORRESPONDANCE & INFORMATION ITEMS**

- a. None

**J. ADDITIONAL BUSINESS**

- a. K. Parsons requested that the Board Meeting Minutes be available on the SLPL Website, M. Sullivan said minutes are listed on the website along with meeting agendas.
- b. V. Maund asked if there is any interest in SLPL organizing/ hosting a Trunk or Treat on a Saturday in October. P. Leonard said the township stopped doing a Trunk or Treat due to lack of participation. E. Deebel suggested we participate at one of the local scheduled events.

**K. COURTESY OF THE FLOOR**

- a. None

**L. ADJOURNMENT**

- a. Motion V. Maund, seconded by K. Parsons

:

The meeting adjourned at 8: 03PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOARD meeting Tuesday September 17, 2024 at 6:30PM

Next Friends of SLPL meeting Monday September 9, 2024 at 1:00PM

Bylaw Ad Hoc Committee -TBD

**Upcoming Budget Presentations:**

Lower Milford: TBD

Southern Lehigh School District: TBD

Coopersburg: TBD

Upper Saucon Township: Week of September 23