

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
October 15, 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 6:33PM.

B. NOTIFICATION

- a. The September 17, 2024 meeting was canceled.

C. MINUTES

- a. Approval of minutes of the general business meeting of August 20, 2024
 - i. Motion: K. Parsons, seconded D. Miller
 - ii. Yea: P. Leonard, V. Maund, S. Arnold, E. Deebel, D. Miller, K. Parsons
 - iii. Abstention: C. Kruse, G. Loveless
 - iv. Motion carried.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. Approval of Treasurer's Reports for periods ending August 2024 and September 2024
 - i. Motion: C. Kruse, seconded K. Parsons
 - ii. Yea: P. Leonard, C. Kruse, V. Maund, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
 - iii. Motion carried.

J. Schubert arrived at 7:36 PM

F. LIBRARIAN'S REPORT

- a. Mark Sullivan spoke on the following:
 - i. Informed the BOD on the purchase of a branded table cloth for events.
 - ii. M. Sullivan attended the PaLA conference in Harrisburg on October 7-8.
 - iii. Building & Maintenance
 - 1. We are addressing an issue with the urinal in the men's bathroom.
 - 2. Carpet repair in the children's area was performed by C.Tilley Carpet & Floor at the cost of \$1300. The Board went as a group to see the current condition of the carpet. We agreed as a Board to get carpet tile quotes for future replacement.
 - iv. Fundraising:
 - 1. The 2024-2025 Helping Hands Letter will be sent out early November, we will include a QR Code on the letter.
 - 2. We will advertise for "Giving Tuesday" December 3, 2024.
 - 3. We received a \$10,000 donation from the estate of William Kotsch Jr.
 - a. M. Sullivan will be sending a Thank You letter.

4. Giving Tree leaves have been ordered.
- v. Finances/ Budget Presentations:
 1. M. Sullivan attended the Upper Saucon Administration and Finance Committee meeting on September 25, 2024. G. Loveless and M. Sullivan attended the Coopersburg Borough Council meeting on October 1, 2024. E. Deebel and M. Sullivan is attending the Lower Milford Board meeting on October 17, 2024. We plan on attending a SLSD meeting in early December just to share what has been going on at the library.
 2. P. Leonard and M. Sullivan will be going to Embassy bank on October 16, 2024 to move our accounts to a higher interest-bearing vehicle.

G. OLD BUSINESS

- a. Fundraising
 - i. E. Deebel mentioned Friends of SLPL are hosting a Dine and Donate at the Copperhead Grill on Monday October 28, 2024. Flyers must be presented.
 - ii. M. Sullivan, Friends of SLPL is having a Dine & Donate at Ecco Domani on Wednesday November 13, 2024. Fyler is not required.
 - iii. E. Deebel showed a design idea for a logo for T-shirts. Discussion was held about our current SLPL logo and getting a quote for a logo on one-side of a t-shirt.
 1. **Action item: E. Deebel will send a new quote request to her T-shirt source.**
- b. Library Card - Remote Signup
 - i. V. Maund asked if there was an update, P. Leonard gave M. Sullivan a laptop and printer courtesy of UST. SPLP will now be able to sign up new patrons at community events. For those future events, someone working the booth/event will need to be trained on how to sign up new members.

H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Embassy Bank
 - i. P. Leonard and M. Sullivan will be going to Embassy bank on October 16, 2024 to move our accounts to a higher interest-bearing vehicle.
- b. Lease Renewal Request
 - i. Pending. The Upper Saucon Township solicitor is working on review, then UST Supervisors need to approve.
- c. Update of Bylaws
 - i. Pending. The Upper Saucon Township solicitor is working on review, then UST Supervisors need to approve.
- d. Strategic Plan:
 - i. Pending. Waiting until Lease Renewal and Bylaws completion and approval from UST Supervisors.
- e. Approval of Personnel Manual revisions.
 1. Motion: C. Kruse, seconded D. Miller
 2. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
 3. Motion carried.

I. CORRESPONDANCE & INFORMATION ITEMS

- a. None

J. ADDITIONAL BUSINESS

- a. K. Parsons announced two upcoming Friends of SLPL events happening;
 - i. "Ghost Encounters" with Justin Torok on October 16, 2024 at 7PM.
 - ii. "A Soldier's Civil War Christmas" with Mr. Mike Jesberger on December 6, 2024 at 7PM.

- b. K. Parsons asked about the purchase of new chairs for the meeting room. M. Sullivan said the purchase is part of the 2025 budget.

K. COURTESY OF THE FLOOR

- a. None

L. ADJOURNMENT

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

:

The meeting adjourned at 7:05PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOARD meeting Tuesday November 19, 2024 at 6:30PM

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

Bylaw Ad Hoc Committee -TBD

Upcoming Presentations:

Lower Milford: October 17, 2024

Southern Lehigh School District: December 3, 2024