

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
July 15, 2025
MINUTES**

Members present: S. Arnold, D. Miller, K. Parsons, W. Hayes

Members missing: P. Leonard, E. Deebel, G. Loveless, C. Kruse, V. Maund

Others present: M. Sullivan; Library Director

A. OPENING PROCEDURES

- a. Call to Order
 - i. S. Arnold called the meeting to order at 6:33.

B. NOTIFICATION

- a. None.

C. MINUTES

- a. Approval of minutes of the general business meeting of June 17, 2025
 - i. Motion: K. Parsons, W. Hayes
 - ii. Yea: W. Hayes, S. Arnold, D. Miller, K. Parsons
 - iii. Motion carried.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. C. Kruse submitted the June Treasurer's report prior to the meeting. Approval of the report:
 - i. Motion: K. Parsons, W. Hayes
 - ii. Yea: W. Hayes, S. Arnold, D. Miller, K. Parsons
 - iii. Motion carried.

F. LIBRARIAN'S REPORT

- a. M. Sullivan spoke on the following:
 - i. In addition to a new hard drive, the library replaced the printer at the front desk. Both under warranty.
 - ii. Deiter Bros fixed a leak in the HVAC serving story hour side of the meeting room. Deiter Bros also fixed the thermostats. They also looked at a drip in the ceiling, which is condensation from the AC unit.
 - iii. Marie Miller, one of "founding mothers" of the library, passed away. The family made the library a beneficiary of a memorial gift.
 - iv. To date, 368 kids, 41 teens, 146 adults registered for the raffles where you earn tickets by reading, doing activities and attending library programs. All summer library programs are filled.
 - v. M. Sullivan has been more generous with the programming budget this year than in the past. Up to \$12,000 for both kids and adults throughout the year. Using the "Rainy Day Fund" to help with excess. There will be savings in other areas, so total spending will likely be the same. The plan is to keep a certain amount of money in the "Rainy Day Fund" for possible capital improvements. There is no plan for capital improvements at this time.
 - vi. Luke the accountant is taking the lead in getting quotes from auditors. Looking for three

- quotes from Buckno Lisicky, MVA and Fry & Co.
- vii. Upper Saucon approved the request to allow alcohol at up to two adult programs per year.

G. OLD BUSINESS

- a. D. Miller not available for “National Night Out” M. Sullivan and K. Parsons plan to attend.

H. NEW BUSINESS/DIRECTION/DISCUSSION ITEM

- a. Strategic Plan - Need to relook at the previous strategic plan document. Need to create an actual/actionable plan.
 - i. The overall plan is to divide into three groups - Service and Program development, Facilities/Infrastructure and Technology Planning, and Funding, Partnerships and Sustainability. Once the board identifies items needed in each area, they can come together and create a Vision, Mission and Core Values document.
 - ii. The board should ask library staff and community members what they would like to see from the library. S. Arnold to create a list of questions and meet with staff.
 - iii. Once the board puts together a vision, they can release a document to the public outlining what they are going to do and why they need community support both physically and financially.

I. CORRESPONDENCE & INFORMATION ITEMS

- a. None.

J. ADDITIONAL BUSINESS

- a. S. Arnold asked why the DeSales Shakespeare program book included all local libraries except Southern Lehigh. S. Arnold will ask the Director how to get us listed next year.

K. COURTESY OF THE FLOOR

L. ADJOURNMENT

- a. Motion: K. Parsons

The meeting adjourned at 7:25PM

D. Miller, Secretary

UPCOMING MEETINGS

Next BOARD meeting Tuesday, August 19, 2025 at 6:30PM

Next Friends of SLPL meeting August 11, 2025 at 1:00PM