

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
November 18, 2025
MINUTES**

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

Members missing: W. Hayes, V. Maund

Others present: M. Sullivan; Library Director

A. OPENING PROCEDURES

- a. Call to Order
 - i. P. Leonard called the meeting to order at 6:33.

B. NOTIFICATION

- a. None.

C. MINUTES

- a. Approval of minutes of the general business meeting of September 16, 2025
 - i. Motion: K. Parsons, C. Kruse
 - ii. Yea: P. Leonard, S. Arnold, D. Miller, C. Kruse, E. Deebel, G. Loveless, K. Parsons
 - iii. Motion carried.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. C. Kruse submitted the August Treasurer's report. Approval of the report:
 - i. Motion: K. Parsons, S. Arnold
 - ii. Yea: P. Leonard, S. Arnold, D. Miller, C. Kruse, E. Deebel, G. Loveless, K. Parsons
 - iii. Motion carried.

F. LIBRARIAN'S REPORT

- a. M. Sullivan spoke on the following:
 - i. P. Leonard confirmed that an email received by the library from the Americans with Disabilities Act is a spam/fishing email.
 - ii. It has been years since the library website has been updated. Upgrading the website is important for technical and security reasons. Also allows the website to be refreshed. M. Sullivan will look into the costs for doing an update. K. Parsons suggested the staff and some patrons test the website before it goes live. The Board will look into putting together a focus group of patrons and staff to review the updated website. K. Parsons and E. Deebel will assist M. Sullivan with the project.
A library staff member visiting the meeting asked about security needed on the website. Board members feel security is very important to ward off malware.
 - iii. 2025-26 Campaign Helping Hands letter arriving to the community very soon.
 - iv. Dieter Brothers fixed the leak in the community room ceiling. The library will need to purchase new ceiling tiles. A light will need to be replaced. M. Sullivan will reach out to Lutron to get information about a new light.
 - v. A resident donated \$10K from her late partner's trust.
 - vi. The approved PA budget includes a \$5 million increase in public library subsidy. SLPL should get some of that money

- vii. M. Sullivan rolled over a 100K CD at 4% for seven months.
- viii. Library circulation has been averaging over 100,000 items for four months in a row
- ix. Average cardmember numbers inching up each month
- x. K. Parsons said the Friends holiday cookie sale needs bakers
- xi. P. Leonard and K. Parsons attended the township meeting to approve the preliminary budget. One of the township supervisors wanted to not fund some of the items, including the library. P. Leonard addressed the board. Ultimately they were successful in keeping the funding.

G. OLD BUSINESS

H. NEW BUSINESS/DIRECTION/DISCUSSION ITEM

- a. Strategic plan:
 - i. S. Arnold working on a Strategic Plan. She will go over the data gathered by the survey and speak to staff members.
 - ii. S. Arnold will put together a rough draft of a strategic plan for the board to review. Strategic plans usually last 3-5 years. G. Loveless will type up the plan and design it.
 - iii. Services and programs - Focus on use of resources - what patrons are aware of and use, and what they are not.
 - iv. Technology - M. Sullivan to share a technology plan he created.
 - v. Funding -
 - 1. The library is obligated to spend 12% of expenses. M. Sullivan tries not to go above 12%
 - 2. The library is going to use a big chunk of the rainy day fund next year. May need to ask for an increase in funds from the municipalities. M. Sullivan would like to lay groundwork for a tax referendum in the 2027 election. P. Leonard recommended looking at recent referendums that have passed for information on timing, language etc.
- b. The library automatic front door was repaired. The motor was dying which affected the motherboard.

I. CORRESPONDENCE & INFORMATION ITEMS

- a. None.

J. ADDITIONAL BUSINESS

- a. C. Kruse asked about refreshing the capital plan. P. Leonard said to add it to the agenda for next year.
- b. P. Leonard announced he is not seeking reappointment. December will be his last meeting.

K. COURTESY OF THE FLOOR

L. ADJOURNMENT

- a. Motion: K.Parsons

The meeting adjourned at 7:35PM

D. Miller, Secretary

UPCOMING MEETINGS

Next BOARD meeting Tuesday, December 16, 2025 at 6:30PM

Next Friends of SLPL meeting December 8, 2025 at 1:00PM