

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

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

Members missing: None

Others present: M. Sullivan; Library Director, 1 visitor

A. OPENING PROCEDURES

- a. Call to Order
 - i. P. Leonard called the meeting to order at 6:30.
 - ii. Introduction of William Hayes, new board member

B. NOTIFICATION

- a. None.

C. MINUTES

- a. Approval of minutes of the general business meeting of March 18, 2025
 - i. Motion: C. Kruse, second K. Parsons
 - ii. Yea: P Leonard, C. Kruse, V. Maund, W. Hayes, S. Arnold, D. Miller, E. Deebel, G. Loveless, K. Parsons
 - iii. Motion carried.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. March is a restatement. Wanted to confirm the interest and fix a typo
- b. April statement has an oddity in office supplies that looks like a drop. It is attributed to people holding on to checks. Those checks had expired and came back into the account. Going forward "Ramp" will fix this problem.
- c. V. Maund noticed Income vs Expenses was the same number from March to April. April was corrected to \$47,631.04
- d. V. Maund asked about deposits for the meeting room and if the library is still offering yoga. D. Nagle is still doing Yoga and paying for the room. Payment will probably come through next month.
- e. March and April reports were approved with corrections
 - i. Motion: Kathie Parsons, second V. Maund
- f. The accountant has reformatted the 2025 budget to more accurately match the accounts in Quickbooks.

F. LIBRARIAN'S REPORT

- a. M. Sullivan spoke on the following:
 - i. Negotiated a new e-rate for a three year contract with Astound. With a 60% e-rate reimbursement brings monthly rate to \$219.60/month
 - ii. Helping Hands, year to date we have already received \$51,684 in donations. 2023-2024 total was \$53,183
 - iii. National Library week happened at the High School all week last week. Morning

messages about the library everyday. Friday, M. Sullivan, K. Parsons., S. Arnold went to the library during lunch as promoted services as well as signed up a few students and adults for library cards. Library will receive a small donation from Hopewell due to "Casual for a Cause" last two weeks

G. OLD BUSINESS

- a. Fundraising
 - i. \$491 raised through Pierogi sale. Pick up is May 3 same day as "Books, Bedding and Baked goods" Friends group event
 - ii. April 14 was Copperhead fundraiser
 - iii. April 29 is Red Robin fundraiser

H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Tutoring policy for the library. People are getting paid to tutor kids at the library. Tuesday, March 25 there were 8 tutors at the same time. It affects the normal flow of activity and usage of resources. M. Sullivan would like to set rules and boundaries regarding use of the library for "for-profit" business. Another aspect is the way this library is laid out, it doesn't have the space to offer to rent. The board feels the library is a safe place to hold tutoring. Look at instituting a policy at the beginning of next school year. M. Sullivan will look into policies set by other libraries.
- b. Library started using RAMP to electronically pay bills. Allows us to approve checks remotely and see the invoice and who is being charged. Processed 20-25 checks so far.
- c. By-laws - sub committee made some changes to clean up language. Being reviewed by Board of Supervisors. P. Leonard will send the most recent version to the Library Board to review.
- d. Strategic Plan project for this summer.

I. CORRESPONDENCE & INFORMATION ITEMS

- a. None.

J. ADDITIONAL BUSINESS

- a. The accountant is updating the Financial Report. There is an online Live Report that can be checked by the Treasurer.

K. COURTESY OF THE FLOOR

- a. C. Kruse daughter helped sell a library t-shirt to one of her teachers. M. Sullivan looking at inventory of t-shirts
- b. In past had tradition of inviting staff to evening meetings and offering food - sandwiches. Would like to start that up again
- c. May meeting will be held in M. Sullivan's office because Friends of the Library is holding a social hour in the meeting room. Board members are encouraged to stop by before the meeting.

L. ADJOURNMENT

- a. Motion: K. Parsons

The meeting adjourned at 7:14PM

D. Miller, Secretary

UPCOMING MEETINGS

Next BOARD meeting Wednesday, May 21, 2025 at 6:30PM

Next Friends of SLPL meeting May 12, 2025 at 1:00PM

Friends of SLPL Social Hour May 20, 2025 6:30 - 8:00PM