

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
December 17, 2024
MINUTES**

Members present: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
Others present: M. Sullivan; Library Director, 1 visitor

A. OPENING PROCEDURES

- a. Call to Order
 - i. P. Leonard called the meeting to order at 6:34.

B. NOTIFICATION

- a. None.

C. MINUTES

- a. Approval of minutes of the general business meeting of November 19, 2024 with corrections
 - i. Motion: K. Parsons, seconded C. Kruse
 - ii. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
 - iii. Motion carried.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. Approval of Treasurer's Report for period ending November 2024
 - i. Motion: K. Parsons, seconded C. Kruse
 - ii. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
 - iii. Motion carried.

F. LIBRARIAN'S REPORT

- a. M. Sullivan spoke on the following:
 - i. Personnel
 - 1. M. Sullivan requested to have a meeting with the Human Resources committee to go over a couple of items in the Personnel Manual regarding employee paid leave, just to make sure we are all on the same page. He will be proposing a few revisions to the Personnel Manual passed in October, namely adding that Emergency Leave begins after 90 days of employment, adding a statement about pro-rating leave for new employees whose eligibility begins after January 1, and clarifying how to use Personal Leave.
 - 2. D. Monroe has requested to move from 35 hours week to 32 hours week beginning in January. This will not adversely affect staffing.
 - ii. Computers and Technology
 - 1. Security Gate needs repair, we were informed the unit is no longer made and spare parts are not available. The repair is scheduled for tomorrow, we may only need a calibration. C. Kruse mentioned getting a quote for a future replacement. M. Sullivan agreed.
 - iii. Fundraising

1. As of 12/17/24 we have received 309 donations to our 2024-2025 Helping Hands Campaign for \$30,326. Second mailing going out in February 2025.
 2. The Friends of SLPL held their annual holiday cookie sale. 100 lbs. of cookies were ordered at \$12/lb. Pick up was Dec 13 & 14. Another 20 lbs. or so were sold at the front desk.
 3. The Friends of SLPL also arranged for local artist Brian Toseland to sell his hand-blown glass ornaments in the library and the Friends will receive a portion of the proceeds.
 4. We received \$282 through PayPal for Giving Tuesday.
- iv. Programming
1. Melissa has been running a special Holiday program schedule for youth, with 15 programs between December 2 and January 3, including visits from Minnie Mouse and a Princess, and a screening of Home Alone.
 2. Staff coordinated our donation tree benefiting Animals in Distress and Cops & Kids.
- v. Finances
1. M. Sullivan has not received any information that our level funding requests to our service area municipalities will not be granted. We plan on attending a SLSD meeting on January 27, 2025 just to share what has been going on at the library and how we have been reaching out to collaborate with the schools.
- vi. Our Community Partnership Communications
1. K. Parsons stated SLPL Board Packets are not being delivered to the SLSD Board, and her email request to give the SLSD BOD an update at a school board meeting during the month of December went to SPAM. M. Sullivan said he was under the impression that we did not send board packets because of too much information and they may misconstrue the data. P. Leonard mentioned that he gives an overview to UST and suggested the representatives give their municipality an overview along with the monthly agenda, monthly meeting minutes and library director's report.

G. OLD BUSINESS

- a. Fundraising
 - i. M. Sullivan said we will start marketing the backpacks and t-shirts at the beginning of 2025.

H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Lease Renewal
 - i. Finalized. Start date August 2024 for a period of 9 years, 11 months.
- b. Update of Bylaws
 - i. Ad hoc committee received an updated copy from the solicitor for their review.
- c. Strategic Plan
 - i. Pending. Waiting until Bylaws completion and approval from UST Supervisors.
- d. Reports to Funding Partners
 - i. Patrick Leonard gave a verbal report to UST December 16, 2024.
- e. Volleyball Court
 - i. Patrick Leonard informed us that UST is proposing an installation of a sand volleyball court at the Library to replace the Hopewell Park courts. The proposed location is in the back yard behind the shed. The estimated date of installation is Spring 2025.
- f. 2025 Budget
 - i. Approval of 2025 Budget
 1. M. Sullivan discussed a few changes to the proposed 2025 budget.
 - a. There are \$11,000 more in expenses than the proposed budget.

- b. State Aid will be released early January 2025.
- c. We are asking for level funding from all our local partners.
- d. UST contributed additional monies in 2024 for the computer replacements.
- e. Donations are coming in as expected.
- f. Audit Fees are expected to double in 2025, Auditor is MVA.
 - i. C. Kruse asked if we can get a quote for possible future replacement.
 - ii. V. Maund asked if the new fee was negotiable. M. Sullivan said he would ask.
- g. Weekly cleaning is going up slightly.
- ii. Motion: C. Kruse, seconded K. Parsons
- iii. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, G. Loveless, D. Miller, K. Parsons
- iv. Motion carried.

I. CORRESPONDENCE & INFORMATION ITEMS

- a. None.

J. ADDITIONAL BUSINESS

- a. Tax Referendum: J. Schubert provided the board with a “Southern Lehigh Public Library should have independent taxing authority” letter that he penned on December 17, 2024. It stated “the four current local governments (community partners; Upper Saucon Township, Lower Milford, Coopersburg and the Southern Lehigh School) don't like each other and sometimes have disputes. Often one or two people from one of the four governments will decide to make it a mission to defund the library.” J. Schubert suggested we take advantage of the off year primary election and act now so the referendum could be on the primary ballot in May 2025 . SLSD would be the governing entity. Much discussion was had regarding timeline, ballot language, campaign and educating the public, possible tax increase/millage, lack of time to plan before the deadline, political blowback, etc. The BOD agreed to investigate in the near future after speaking with our community partners and possibly hire a consultant. We will put on the Agenda in January 2025.

K. COURTESY OF THE FLOOR

- a. P. Leonard announced he is running for County Commissioner District 5.

L. ADJOURNMENT

- a. Motion C. Kruse, seconded K. Parsons

:

The meeting adjourned at 7:57PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOARD meeting Tuesday January 22, 2025 at 6:30PM

Next Friends of SLPL meeting Monday January 13, 2025 at 1:00PM

Bylaw Ad Hoc Committee -TBD

Upcoming Presentations: Southern Lehigh School District: January 2025 / TBD