

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
January 21, 2025
MINUTES**

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

Members missing: W. Hayes

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. REORGANIZATION

- a. P. Leonard turned the meeting over to M. Sullivan to nominate the role of President
 - i. Nomination for President: P. Leonard
Motion: V. Maund, seconded: C. Kruse, Yea: P Leonard, C. Kruse, V. Maund, S. Arnold, D. Miller, E. Deebel, G. Loveless, K. Parsons
 - ii. Nomination for Vice President: S. Arnold
Motion: K. Parsons, seconded: D. Miller, Yea: P Leonard, C. Kruse, V. Maund, S. Arnold, D. Miller, E. Deebel, G. Loveless, K. Parsons
 - iii. Nomination for Treasurer: C. Kruse
Motion: K. Parsons, seconded: C. Kruse, Yea: P Leonard, C. Kruse, V. Maund, S. Arnold, D. Miller, E. Deebel, G. Loveless, K. Parsons
 - iv. Nomination for Secretary: D. Miller
Motion: C. Kruse, seconded: K. Parsons, Yea: P Leonard, C. Kruse, V. Maund, S. Arnold, D. Miller, E. Deebel, G. Loveless, K. Parsons

C. NOTIFICATION

- a. None.

D. MINUTES

- a. Approval of minutes of the general business meeting of December 17, 2024 with corrections
 - i. Motion: C. Kruse, seconded D. Miller
 - ii. Yea: P Leonard, C. Kruse, V. Maund, S. Arnold, D. Miller, E. Deebel, G. Loveless, K. Parsons
 - iii. Motion carried.

E. PUBLIC COMMENT

- a. None.

F. TREASURER'S REPORT

- a. M. Sullivan provided a financial SOUSE report. Due to the change in Board responsibilities, there will be a more detailed Treasurer's report at the February meeting.

G. LIBRARIAN'S REPORT

- a. M. Sullivan spoke on the following:
 - i. Personnel - Madison Alexander, a student from DeSales University majoring in Cyber Security, will be joining us as part of a work/study arrangement. Her primary focus will be scheduled one-on-one tech support sessions with patrons. She is scheduled to work 9 hrs. per week starting Tuesday, Jan 21st. This is a "credit only" arrangement, she will

- not be paid.
- ii. Fundraising
 1. 2024-2025 Helping Hands donations are coming in. As of January 17, 2025 we received \$43,632.
 2. We began marketing the library shirts and backpacks on January 8. Shirts are \$10, bags are \$5.
- iii. Programming
 1. M. Sullivan purchased a 10x10 canopy for \$135. This canopy is for use by the library and Friends outreach events.
- iv. Finances
 1. The state aid check for \$68,696.88 was direct deposited into the QNB money market account on January 6.

H. OLD BUSINESS

- a. Fundraising
 - i. E. Deebel looking into Red Robin Dine and Donate opportunity, possibly in March
 - ii. C. Kruse investigating a Spring Basket Raffle
 - iii. P. Leonard received information from the Iron Pigs about various fundraising opportunities. Most interesting is an opportunity for season ticket holders to donate unwanted tickets to the library to give others the chance to attend. P. Leonard to forward information to board members.

I. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Update of Bylaws
 - i. Committee of P. Leonard, C. Kruse and M. Sullivan revised the bylaws. The entire board will have a chance to review at the February meeting. Then, it will go back to the Township for the Board of Supervisors to review. Likely to be adopted in April.
- b. Strategic Plan
 - i. Pending. Waiting until Bylaws completion and approval from UST Supervisors.
- c. Committee Assignments:
 - i. Proposed Committees. Will be finalized at the February meeting.
 1. Finance - C. Kruse, V. Maund
 2. Planning - D. Miller, E. Deebel
 3. Facilities - G. Loveless, W. Hayes?
 4. Human Resources: K. Parsons, S. Arnold.
- d. Adoption of 2025 Meeting and Closures Calendar
 - i. C. Kruse proposed moving the May Board meeting to Wednesday, May 21 so it does not conflict with Election Day.
 - ii. Motion: C. Kruse, Seconded: V. Maund
Yea: P Leonard, C. Kruse, V. Maund, S. Arnold, D. Miller, E. Deebel, G. Loveless, K. Parsons
- e. Adoption of Personnel Manual Revisions:
 - i. Clarifications made to the accruing of vacation days based on start date and personal days based on hours worked.
 - ii. Motion: C. Kruse, seconded: K. Parsons
Yea: P Leonard, C. Kruse, V. Maund, S. Arnold, D. Miller, E. Deebel, G. Loveless, K. Parsons

J. CORRESPONDENCE & INFORMATION ITEMS

- a. None.

K. ADDITIONAL BUSINESS

- a. Friends group will schedule another information meeting. K. Parsons would like to invite the school board members.
- V. Maund asked to have one or two Friends meetings at night possibly during the summer.
- V. Maund asked about using the laptop to visit community events and sign people up for library cards.

L. COURTESY OF THE FLOOR

M. ADJOURNMENT

- a. Motion K. Parsons, seconded V. Maund

:

The meeting adjourned at 7:09PM

D. Miller, Secretary

UPCOMING MEETINGS

Next BOARD meeting Tuesday February 18,, 2025 at 6:30PM

Next Friends of SLPL meeting Monday February 10,, 2025 at 1:00PM

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