

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
November 21, 2023
MINUTES**

Members present: P. Leonard, K. Parsons, V. Maund, C. Kruse, C. Wayock, E. Deebel, K. Moyer

Members absent: S. Rugis, J. Schubert

Others present: M. Sullivan, Library Director

A. OPENING PROCEDURES

- a. Call to Order
 - i. P. Leonard called the meeting to order at 6:30PM.

B. NOTIFICATION

- i. P. Leonard read the following statement: Please be aware that the LST Partnership Discussion has been referred to the Committee and the SLPL Board of Directors will take no action on the subject until the Committee returns with a recommendation to the Board.

C. MINUTES

- a. Approval of minutes of the general business meeting of October 17, 2023
 - i. Motion: C. Kruse, seconded K. Parsons
 - ii. Yea: P. Leonard, V. Maund, K. Parsons, C. Kruse, C. Wayock, K. Moyer, E. Deebel
 - iii. APPROVED.

D. PUBLIC COMMENT

- a. None.

E. TREASURER'S REPORT

- a. Approval of Treasurer's Report of October 2023
 - i. Questions / Comments
 - 1. C. Kruse asked if the Lower Milford Township's 3rd Quarter contribution had been received. E. Deebel said the 1st and 2nd Qtr were received in October; she will look into it.
 - 2. M. Sullivan suggested we stop the Cash for Causes (Giant Cards) sale. It's a lot of effort for minimal return. M. Sullivan also stated he has had problems with purchasing new cards.
 - a. BOD agreed to stop the sale. It can be restarted if the process is streamlined.
 - 3. C. Wayock asked about the Insurance Expense (line 254) being over budget 120.7% M. Sullivan stated it is due to Insurance increase, the new budget for 2024 will have a 10% increase.
 - ii. Motion: C. Kruse, seconded K. Parsons
 - iii. Yea: P. Leonard, V. Maund, K. Parsons, C. Wayock, C. Kruse, K. Moyer, E. Deebel
 - iv. APPROVED.

F. LIBRARIAN'S REPORT

- a. M. Sullivan shared the following information with the Board:
 - i. M. Sullivan asked for feedback on the 2023 Statistics Report.
 - ii. M. Sullivan is in the process of setting up a PAYPAL account that will be connected

- through the SLPL website with a donation button.
- iii. Advanced Door Company came out on November 8th to address the front doors, which apparently always have 'ghosting' issues when the cold weather arrives. The doors are now working fine.
- iv. Dieter Brothers came out for quarterly HVAC maintenance on November 13th. No issues.
- v. Staff member G. Loveless, who had been handling marketing and social media duties, has moved on. She worked 30 hrs./week. Our goal is to replace her with a person with similar skills. We already have interest from a couple of patrons.
- vi. Melissa has 17 programs for kids scheduled for December.
- vii. K. Moyer asked M. Sullivan to look into Zeffy.com instead of using PAYPAL.

G. OLD BUSINESS

a. Personnel

i. Library Bookkeeper Update

- a. Our one viable bookkeeping candidate did not get back in touch with M. Sullivan after the October 18th interview.
- b. M. Sullivan is confident that the position change to part-time is the correct approach.
- c. We are looking into outsourcing our bookkeeping, including payroll.
 - i. Robert Half in Bethlehem which specializes in contract-to-hire. They would charge \$33/hr. for anyone they placed here, with a tiered conversion fee if we hire the person – ranging from 20% of annual salary if hired within the first 100 hrs. to a low of \$500 after 5 ½ months. They only do direct placement for full-time positions.
 - ii. M. Sullivan left two messages in the first and second week of November with Marnie Feinour of TBL (The Bottom Line) in Allentown, but has not received a call back.
 - iii. M. Sullivan met with Luke Schaeffer of White Oak CFO on Cedar Crest Blvd. His initial proposal is for \$5,000 for On-Boarding and Systems Integration, then \$2,750 per month (\$33k/yr).
 - 1. V. Maund suggested asking Daphne if she could be incentivized to continue working until a replacement is found, P. Leonard will speak to Daphne.
 - 2. V. Maund mentioned that there would be an additional expense using a payroll service.
 - 3. M. Sullivan said the staff is looking forward to direct deposit.
 - 4. C. Wayock suggested that if this is a temporary solution, until we find a permanent placement; can we negotiate the length of the contract with Luke from White Oak?

b. Facility Maintenance

i. Lighting Project

- 1. Mark Appleby of Appleby Electric came to look at our lights on November 3rd, and started ordering what is needed. The start date will be contingent on receiving all of the necessary materials, but should be soon. \$55,672.50 was transferred from our QNB money market/savings to the QNB checking account on November 6th for the required down payment. He will be using the shed as a staging area, and is planning on doing the work when the library is closed.
 - a. **ACTION ITEM: M. Sullivan will send the Appleby Contract to the BOD.**

- ii. Operational Security
 - 1. New camera and system has been installed. All BODs have been sent an email invitation from Ubiquiti to view the recordings.
- c. Fundraising
 - i. Helping Hands
 - 1. The 2023-2024 Helping Hands annual fund campaign letter is with ASAP Mailing, along with municipal address lists.
 - 2. The practice of adding leaves to the Tree of Knowledge opposite the circulation desk for people/businesses that contribute \$1K or more to the Helping Hands campaign is moving forward. Valley Wide Signs will provide 23 new leaves for 20 donors soon.
 - ii. FLSPL - Holiday Cookie Sale
 - 1. Friends Holiday Cookie sale has 61 boxes ordered to date @ \$10/box. Extra boxes available to buy on pick-up days (December 15 & 16).
 - iii. Giving Tuesday
 - 1. We are promoting donations for Giving Tuesday, November 28 to benefit our children's and teen programming.
 - iv. Bayou Boys Pierogie Sale Results
 - 1. Bayou Boys Pierogi fundraiser: Pick-up date was Saturday, November 18th. We made \$329 on \$1,084 in sales.
 - 2. K. Moyer stated the online advertising could have been better and the order link was not added to the graphic used for the sale.
 - v. V. Maund will reach out to Abbey Gordon at FORK'D for a Saint Patrick's Day Pierogie and/or Shepherd's Pie Sale. V. Maund will provide details at the next meeting.

H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Committee to Discuss Lower Saucon Township
 - i. We will keep on the Agenda for next meeting.
- b. Update of Bylaws
 - i. Ad Hoc Committee; P Leonard, C. Kruse and J. Schubert, will meet with Attorney Leeson on the afternoon of January 9th to discuss. In advance of that meeting, if any Director has comments, questions or concerns please forward the to P. Leonard. The goal is to have a copy for Board review by April 2024 and new bylaws in place by Lease Renewal in August 2024.
 - 1. **ACTION ITEM - Current Bylaws to be emailed to all BODs.**
- c. Strategic Plan
 - i. P. Leonard would like to review and asked for a copy of the plan the Consultant provided.
- d. Kid's Art Show
 - i. C. Kruse said the show is scheduled for April 20, 2024. C. Kruse will refresh the sponsor list in January and asked for help with reaching out to Sponsors.
- e. Children's Book Donations
 - i. E. Deebel asked when the Book Sale Room would restart accepting children's book donations. She has several boxes to donate.
- f. WiFi
 - i. K. Parsons asked if anything can be done with the slow WiFi.
- g. Annual Meeting
 - i. V. Maund asked for date clarifications on the Annual Meeting's Minutes that are on the SLPL website.
- h. Website / Meeting Minutes
 - i. M. Sullivan's goal is to have all of 2023 meeting minutes on the SLPL website.
- i. December Meeting
 - i. K. Parson asked if the December meeting is necessary. Board agreed the meeting will stay on the calendar and we can adjust closer to the meeting date.

I. CORRESPONDANCE & INFORMATION ITEMS

- a. None.

J. ADDITIONAL BUSINESS

- a. None.

K. COURTESY OF THE FLOOR

- a. None.

L. ADJOURNMENT

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

The meeting adjourned at 7:32PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOD meeting Tuesday December 19, 2023 at 6:30PM

Next Friends of SLPL meeting Monday December 11, 2023 at 1:00PM

Bylaw Ad Hoc Committee - January 9, 2024

Upcoming Budget Presentations:

Lower Milford: TBD

Southern Lehigh School District: TBD