

**SOUTHERN LEHIGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
GENERAL BUSINESS MEETING
November 19, 2024
MINUTES**

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

Members absent: G. Loveless

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.

B. NOTIFICATION

- a. UST Appointments Review Committee has sent out notifications for reappointment to Township Board, Council and Committee members who are due for reappointment.

C. MINUTES

- a. Approval of minutes of the general business meeting of October 15, 2024
 - i. Motion: C. Kruse, seconded K. Parsons
 - ii. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, 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 October 2024
 - i. Motion: K. Parsons, seconded C. Kruse
 - 1. V. Maund asked about professional fees.
 - ii. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, 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; re: employee paid leave, just to make sure we are all on the same page.
 - ii. Computers and Technology
 - 1. A couple of the new public computers are having HD issues; Nate from Crossroads IT will be here to assess and take care of the issues They are currently under warranty. M. Sullivan notified the board the computers were refurbished, which was not disclosed to the Board previously.
 - 2. The Cricut machine is ready for use we expect a lot of interest in it by our patrons. We will be advertising its availability once the reservation protocol is in place.
 - 3. The 3D printer is not being utilized at this time due to lack of staff knowledge, expertise and training. The 3D printer was purchased in 2019.
 - 4. J. Schubert asked if we can address the difficulty of the wifi password.

- iii. Fundraising
 1. 2024 Helping Hands campaign letter was mailed November 13, 2024 and we have received \$4200 to date. Total of 30 donations with 21 donations through the QR code with a link to PayPay, which was newly added this year.
 2. The Friends group made \$401.86 from the Copperhead Grille Dine and Donate on 10/28/24.
 3. The Friends group made \$350.00 from the Ecco Domani Dine and Donate on 11/13/24.
 4. The Friend group is holding their annual holiday Cookie Sale. Each 1 pound box is \$12. Currently there are 28 bakers signed up and 31 boxes ordered. Pickup is Friday 12/13 or Saturday 12/14.
- iv. Finances
 1. Embassy Bank funds have been moved to a CD; \$104,647.00 13 months, 3.75%.

G. OLD BUSINESS

- a. Fundraising
 - i. E. Deebel showed the design for a logo for T-shirts. Discussion was held about how many to order; the BOD agreed to order 50 at \$14.72 ea. for the initial order.
 1. **Action item: E. Deebel will order 50 black shirts of mixed sizes.**
 - ii. P. Leonard asked V. Maund to order the drawstring backpack.
 1. **Action Item: V. Maund will order 100 from CustomLanyard.com; the goal is to have it by early December 2024. M. Sullivan will send V. Maund the logo.**

H. NEW BUSINESS / DIRECTION/DISCUSSION ITEM

- a. Lease Renewal
 - i. Approval of Lease, Prepared for 9 years, 11 months
 1. Motion: P. Leonard, seconded C. Kruse
 2. Yea: P. Leonard, C. Kruse, V. Maund, J. Schubert, S. Arnold, E. Deebel, D. Miller, K. Parsons
 3. Motion carried.
- b. Update of Bylaws
 - i. Pending. The Upper Saucon Township solicitor is working on review, then UST Supervisors need to approve.
- c. Strategic Plan:
 - i. Pending. Waiting until Lease Renewal and Bylaws completion and approval from UST Supervisors.
- d. 2025 Budget
 - i. M. Sullivan notified the BOD that the approval for the 2025 Budget will occur at our next meeting.
 - ii. J. Schubert asked for an general overview of changes:
 1. M. Sullivan: The 2024 budget allowed a \$88,000 deficit to draw down our rainy day fund.
 2. M. Sullivan: The 2025 budget has a \$27,000 deficit.
 3. 3% cost of living increase for all SLPL employees.
 - iii. Plan is to meet with SLSD in December to discuss our partnership and report on our library successes in 2024.
 1. K. Parsons has reached out to SLSD and is waiting to hear back from the School Board President and Supperintent.
 2. S. Arnold suggested organizing a Workshop on Research Papers. S. Arnold would volunteer to teach the workshop.

I. CORRESPONDENCE & INFORMATION ITEMS

- a. None

J. ADDITIONAL BUSINESS

- a. E. Deebel notified the board she will be taking a leave of absence in February and March.

K. COURTESY OF THE FLOOR

- a. None

L. ADJOURNMENT

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

:

The meeting adjourned at 7:12PM

V. Maund, Secretary

UPCOMING MEETINGS

Next BOARD meeting Tuesday December 17, 2024 at 6:30PM

Next Friends of SLPL meeting Monday December 9, 2024 at 1:00PM

Bylaw Ad Hoc Committee -TBD

Upcoming Presentations:

Southern Lehigh School District: December 2024 / TBD