

Southern Lehigh Public Library – Board of Directors

Regular Business Meeting

Tuesday, March 17, 2026 – 6:30 P.M.

3200 Preston Lane, Center Valley, PA 18034

# MINUTES

---

Members present: S. Arnold, D. Miller, S. Maund, C. Kruse, G. Loveless

Members missing: V. Barber, K. Grum, K. Parsons, E. Deebel

Others present: M. Sullivan (Library Director), Olivia (guest)

**1. OPENING PROCEDURES**

D. Miller recorded the meeting for V. Barber (secretary) to take the minutes.

Call to Order – S. Arnold, President called the meeting to order at approximately 6:30pm.

**2. NOTIFICATIONS**

None

**3. PUBLIC COMMENT**

Olivia, Master's student observing a board meeting for a class assignment.

**4. MINUTES**

Consideration of a motion to approve the minutes of the regular meeting of February 17, 2026.

Seconded by S. Maund.

Motion:

Yea: S. Arnold, D. Miller, S. Maund, C. Kruse

Abstain: G. Loveless is abstaining because she wasn't part of the board for the February meeting.

Motion Carried.

**5. TREASURER'S REPORT**

Consideration of a motion to approve the current Treasurer's report from Quickbooks.

Seconded by G. Loveless.

Motion:

Yea: S. Arnold, D. Miller, S. Maund, C. Kruse, G. Loveless

Motion Carried.

**6. EXECUTIVE DIRECTORS REPORT**

M. Sullivan reports that the HVAC is doing well. After weeks of requests, the current vendor (Dieter Brothers) came to check the unit.

The Seed Library is doing well. 45 people have taken seeds. Tilly's made an extra donation.

The Morning Call physical paper was cancelled. The library patrons have not been affected. The library is obligated to provide a certain amount of magazines per state standards. The library still has online options.

## 7. OLD BUSINESS

Looking to the Inside Scoop for fundraising opportunities. Maybe have the children's librarian scoop ice cream? Monday-Thursday opportunities.

## 8. NEW BUSINESS/ DIRECTION/DISCUSSION ITEMS

Strategic Plan updated by S. Arnold. All board members were asked to review the strategic plan for 2026 and provide comments and suggestions.

Introduction and Brief History – no changes.

Mission Statement - made slight changes proposed by V. Barber in an earlier email.

Vision - S. Maund proposed that the vision should be more forward-looking, to include future generations of our community.

Strategic Plan Methodology – add that we reviewed previous documentation from 2022.

Strategic Plan (4) Pillars:

Pillar #1 Education and Enrichment – no changes.

Pillar #2 Capacity for Growth – “Library of Things” should be revisited to offer opportunities for community members to donate goods and services. S. Maund offered to reach out to the Economic Development Board. K. Parsons requested that we have more about communication. The website is currently being updated and should provide more communication. S. Arnold suggested that the the calendar be front and center. S. Maund suggested synchronology between the social media posts and the websites. The board did not include the possibility of expanding the library.

Pillar #3 Relationships – S. Maund suggested partnering with the Shakespeare Festival, which has been a long-standing literary organization in the Lehigh Valley. S. Arnold offered to reach out to them. The library could offer space for an event.

Pillar #4 Funding - S. Maund suggested a facility and operational plan with priorities and budgets. The board should revisit the capital plan from when the library was built and update.

What metrics do we use to quantify each of the pillars? How do we track the childrens program attendance? Parents often scan their own library cards. Do we want growth in numbers? How do we record success in educational programs? A metric for each pillar should be adequate. S. Arnold suggested that the board revisit the metrics every February.

S. Arnold suggested approaching Upper Saucon about charging builders a library fee.

The annual report will be submitted in October. M. Sullivan will need metrics to justify requests in funding and general operational costs. A 3-year plan will help explain why the rainy day fund is not going to be sufficient for future expenses.

The Strategic Plan will be updated and reviewed once more at the next board meeting.

Computer & Internet Use Policy – consideration of approval of updated policy. No new policies have come into effect, so only the wording needs to be reviewed. When a patron logs into the computer, they view the policy. Crossroad IT sets the user capabilities. M. Sullivan will make changes and get the board approval.

**9. CORRESPONDENCE & INFORMATION ITEMS**

**10. ADDITIONAL BUSINESS**

Thomas Gettings will lead an adult discussion about the Earth Steward Program  
The Earth Steward program logo looks very similar to the library logo.  
Allowable use of the library logo should be drafted.

**11. COURTESY OF THE FLOOR**

**12. ADJOURNMENT**

**UPCOMING MEETINGS**

Next Board Meeting - April 21, 2026 at 6:30pm

Next Friend's of SLPL Meeting – April 14, 2026 at 1:00pm