

**MINUTES OF THE PARKLAND COMMUNITY LIBRARY
BOARD OF DIRECTORS MEETING**

August 24, 2017, at 7:00 p.m. at Parkland Community Library

Present: Barry Cohen (by phone), Nancy Holler, Lynn Feldman, Lynne Harakal, James Melick, Frank Motaka, Kathy Osmond, Debbie Jack, Executive Director and Kim Wagner (staff).

PRESIDING: Barry Cohen

CALL TO ORDER: 7:10 p.m.

OLD BUSINESS:

1. Barry Cohen and James Melick (#3.a. on Agenda)

There was discussion regarding the status of proposed expansion with South Whitehall Township. Jim Melick updated the Board on the expansion and parking.

2. Nancy Holler (#3.b. on Agenda)

The discussion regarding short term and long term disability will be tabled and moved to the September 2017 Board meeting. Kim Wagner will e-mail all Board members information that was provided to the Board in June and also the staff survey that was taken this summer.

NEW BUSINESS:

1. Kathy Osmond (#4.a. on Agenda)

Kathy Osmond attended a Trustee Workshop pertaining to Employment Law as presented by David Spitko. It was very informative and worthwhile. Kathy provided an overview of the most important items that were discussed. She has documents from this workshop that will be shared with the Board. It was decided to find a place in the library where the Board could come in and view such documentation.

2. Debbie Jack (#4.b. on Agenda)

Debbie Jack reviewed the Amendment to the Technology Center Policy and the necessity for this amendment. Debbie will discuss with staff additional disclaimers to be put on the log in screen of the computers in the media center, as well as handouts for the public.

James Melick made a motion to add the following wording to the Technology Center/Computer Use Policy - **Staff are available to assist patrons with basic technology related questions. They cannot provide proofreading assistance or write content.** Lynne Harakal seconded the motion and the amended wording was unanimously approved.

MOTION FOR APPROVAL OF MINUTES: Barry Cohen

Lynn Feldman made a motion to approve the July 20, 2017, minutes. Frank Motaka seconded the motion, and the July 20, 2017, minutes were unanimously approved.

TREASURER'S REPORT: Lynne Harakal

1. Lynne Harakal reviewed the Financial Statement and specifically referred to page 2 where the library is now seeing the additional interest on building funds.

Lynne Harakal made a motion to accept the July 2017 Financial Statement. Nancy Holler seconded the motion and the July 2017 Financial Statement was unanimously accepted.

ACTION ITEMS: Reviewed

EXECUTIVE DIRECTOR'S ORAL REPORT: Debbie Jack

Debbie Jack updated the Board regarding the metrics in the library's Strategic Plan and how the library is meeting 99% of those items.

FRIENDS LIAISON: Nancy Holler

1. Nancy Holler reported that the Friends Book Sale went very well. It was up over 30% from the previous year. There were over 100 volunteers. The teen volunteers especially did a great job. The next Friends meeting will be September 7th.
2. Nancy Holler reported that the book drop for donations went well on August 16th. The Friends will continue to accept book donations on the library porch on the 3rd Wednesday of September and October.

Barry Cohen would like to recognize Nancy, Lynne and Frank for a fabulous job with the book sale. They put in a tremendous amount of work and the Board would like to thank them!

EXECUTIVE SESSION

The Board went into Executive Session at 9:02 p.m. to discuss a personnel matter.

The Board came out of Executive Session at 9:55 p.m.

Meeting adjourned at 9:55 p.m.

Respectfully submitted,
Lynn Feldman, Secretary