

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

February 27, 2014, at 7:00 p.m. at Parkland Community Library

PRESENT: Karl Siebert, Barry Cohen, Bob Fager, Lynn Feldman, Nancy Holler, Stacy Hortner, Margaret Gabel, James Melick , Lynne Harakal, Kim Wagner (staff), and Executive Director Debbie Jack.

PRESIDING: Karl Siebert

MOTION FOR APPROVAL OF MINUTES:

Bob Fager made a motion to approve the January 23, 2014, minutes. Nancy Holler seconded the motion, and the January 23, 2014, minutes were unanimously approved.

TREASURER'S REPORT: Bob Fager

1. The question was asked as to the amount of funds that have been collected in the donation box that is at the circulation desk. Kim Wagner will get a tally and submit to the Board.
2. Lynn Feldman made a motion to accept the January 2014 Treasurer's Report. James Melick seconded the motion and the January 2014 Treasurer's Report was unanimously accepted.

CORRESPONDENCE: The donation list was reviewed by the Board.

OLD BUSINESS:

1. **SURVEY** – The survey to be conducted by the Muhlenberg College Institute of Public Opinion was discussed. Barry Cohen made a motion to approve the Agreement between Parkland Community Library and the Muhlenberg College Institute of Public Opinion, dated February 22, 2014, to perform the survey. Bob Fager seconded the motion and it was unanimously approved.
2. **BY-LAWS** – The proposed By-Laws were given to Board members to review and comment on by e-mail.
3. **COMMITTEE RESTRUCTURING** – The list of proposed Board Committees and definitions was passed out to Board members. Debbie Jack will update the list and send to Board members.

COMMITTEE REPORTS

BUILDING: James Melick

James Melick has looked into alternative layouts to the existing building on Walbert Avenue and had phone conversations with Jim Faber of McCloskey & Faber. The 3 major obstacles would be parking, drainage and setbacks.

PUBLICITY AND PUBLIC RELATIONS: Nancy Holler and Stacy Hortner

The Festival of the Arts scheduled for Saturday, May 17, 2014, from 10 a.m. – 4 p.m., is a work in progress.

INFORMATION TECHNOLOGY: Bob Fager

1. The library's network switch ceased to function. Consequently, the library borrowed one that was offered from Bethlehem Area Public Library to use temporarily until a new switch is ordered and installed.
2. There was discussion about website traffic, database usage and network maintenance. The Board would like the database hits to be added to the Statistics Sheet if possible going forward.

NEW BUSINESS: Karl Siebert

1. There was discussion around creating an Action Items list for each Board meeting with the item listed, person responsible and outcome of the item. Kim Wagner will work with Debbie Jack in creating a list the Board can use at future meetings. It will be listed as an item on the Board's Agenda each month.
2. The Board decided it would like to invite staff members to Board meetings to present and/or discuss their department, their specific job, and if they have needs that are not being met. This would be a very informal discussion, approximately 15 minutes in time. The Board would like to begin with department heads, inviting Noah Roth, Head of Reference, to the next Board meeting.

EXECUTIVE DIRECTOR ORAL REPORT: Debbie Jack

1. Volunteer Appreciation will be held on Friday, April 4th, 2014, at LCTI. It was requested that a map along with written directions to the venue be given to all invitees. It was also suggested that there be no seating chart except for legislators and that the Board introduce Debbie Jack as Executive Director.
2. The library received a donation from EBC Printing for a rack for children's books with CD.
3. The State Annual Report was completed and submitted. Thank you to Kim Wagner for all her work on the report.
4. Debbie Jack presented all of the comments received at the circulation desk regarding the fall 2013 referendum.
5. There was discussion about procedures for closing the library. It was decided that computers should be shut down 10 minutes prior to close and circulation computers 5 minutes prior to close.
6. Circulation staff is asking all patrons at the front desk if they would like to opt-in for library news that would be delivered to them by e-mail a couple of times each month for events happening at the library.
7. Prior to the survey being performed by the Muhlenberg College Institute of Public Opinion there should be a sign posted in the library, a press release, FAQs to staff and information posted on the website.

Meeting adjourned at 9:02 p.m.

The next Board meeting will be held Thursday, March 27, 2014, at 7:00 p.m. at the library.

Respectfully submitted,
Lynn Feldman, Secretary