

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

October 28, 2021, at 7:00 p.m. at the library

In Attendance: Kathy Osmond, Barry Cohen, Nancy Holler, Lynne Harakal, Carrie Nedick, Lisa Luciano and Lisa Roth

Absent: Bob Fager, Lynn Feldman, Lisa Luciano

Also Present: Debbie Jack, Executive Director and Kim Wagner, staff

**PRESIDING:** Kathy Osmond

**CALL TO ORDER:** 7:06 p.m.

**MOTION FOR APPROVAL OF MINUTES:**

Kathy Osmond mentioned one correction to the minutes of September 23, 2021, under the minute taker section correcting the wording from Action Secretary to Acting Secretary.

Nancy Holler made a motion to approve the September 23, 2021 minutes, with the foregoing amended wording. Barry Cohen seconded the motion and the amended minutes were unanimously approved.

**EXECUTIVE DIRECTOR'S REPORT:** Debbie Jack

New website was launched.

Staff Development Day will be Friday, December 3, 2021. The library will be closed. Topics to be focused on may be customer service and diversity training.

Debbie was invited to join the West Rotary Club in West Allentown. The library will host their meetings at the library on various Wednesdays at 7:15 a.m.

Debbie mentioned the Library of Things, as a new collection that the library may offer, and will be discussed further at future meetings.

**PRESIDENT'S REPORT:** Kathy Osmond

Kathy Osmond read the Library Bill of Rights from the American Library Association. This will be sent out to the Board prior to the November Board meeting and will appear on the Agenda.

**TREASURER'S REPORT:**

Lynne Harakal made a motion to accept the September 2021 Financial Statement. Lisa Roth seconded the motion and the September 2021 Financial Statement was unanimously accepted.

**CONTINUING BUSINESS:**

**Meeting Room Policy:**

The Meeting Room Policy was reviewed and discussed. Ideas for changes are booking the room 60 days out, liable for damages, check list of items, signs in the room (no parties...), no alcohol. This policy will be edited and brought back to the November Board meeting.

**Bylaws:**

The Bylaws will be on the November Board meeting Agenda for further discussion.

**BOARD ACTION ITEMS:**

Lynne Harakal made a motion to retain Kathy Osmond, President, Lisa Luciano, Treasurer, and to add Kim Wagner, as signers to the library's bank accounts at Neffs National Bank and BB&T, now Truist. Nancy Holler seconded the motion and it was unanimously approved.

The revised Tech Center Policy was presented by Debbie Jack and includes the Barclay Family Children's Wing. It was reviewed and approved with the exception of changing the title of the policy to Computer Access & Policy. Lisa Roth made a motion to approve the foregoing policy with the change of title. Carrie Nedick seconded the motion and it was unanimously approved.

Donations to the library were discussed now that the expansion project is complete. Carrie Nedick made a motion that all donations received by the library be for general operating and in support of the library's mission. Lisa Roth seconded the motion and it was unanimously approved.

Barry Cohen made a motion to accept the monthly donations received by the library. Nancy Holler seconded the motion and it was unanimously approved.

Lynne Harakal made a motion to close the library at 4 p.m. on Thanksgiving Eve for 2021. Carrie Nedick seconded the motion and it was unanimously approved.

The Board went into Executive Session at 8:31 p.m to discuss a personnel matter.

The Board came out of Executive Session at 9:39 p.m.

Motion to adjourn at 9:39 p.m. by Lisa Roth, seconded by Carrie Nedick. All in favor.

The next Board meeting will be held on Thursday, November 18, 2021, at 7:00 p.m.

Respectfully submitted,  
Lisa Roth, Acting Secretary