

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

February 23, 2023, at 7:00 p.m. at the library

In Attendance: Kathy Osmond, Nancy Holler, Lynne Harakal, Lisa Luciano, Carrie Nedick, Lisa Roth,
Nicole Wentline and Madlen Miller

Absent: Pranshu Gupta

Also Present: Sammit Bal, Student Representative, and Debbie Jack, Executive Director

PRESIDING: Kathy Osmond

CALL TO ORDER: 7:00 pm

STAFF REPORT: Pauline Brego, Marketing Coordinator, presented an overview of her various job duties, statistics and redesigning of the website last year. Spirited discussion around possible ways for people to cancel for events they've signed up for. Debbie and Pauline will look into this issue.

MOTION FOR APPROVAL OF MINUTES:

Lisa Luciano made a motion to approve the January 26, 2023, minutes. Nicole Wentline seconded the motion and the January 26, 2023, minutes were unanimously approved.

EXECUTIVE DIRECTOR'S REPORT: Debbie Jack

Debbie will check with our insurance company to see if formal staff training is required on the AED machine that was recently purchased as part of a grant.

Debbie reviewed the results from the recent Strategic Plan survey.

Debbie mentioned a recent issue with Baker & Taylor, our library supplier of print materials. Debbie will keep the Board informed moving forward of ongoing issues and solutions to these issues.

BOARD PRESIDENT REPORT: Kathy Osmond

Kathy mentioned ED evaluation and contract talks coming up.

Kathy recommending all board members sign up for Compendium News for Libraries website (www.compendium.ocl-pa.org)

Kathy and Lynne recently toured the Palmerton Library and gave us some updates from that. Lynne highly recommended that when you are on vacation, try to fit in some time to locate and stop by other libraries.

TREASURER'S REPORT: Lisa Luciano

The January 2023 Financial Statement was received for filing.

CONTINUING BUSINESS

A. Student Rep Report: Sammit Bal

Sammit talked to the Garden Club at PHS about helping with the identifying landscape project. They are asking for minimal donation (\$150) to cover the supplies and hours of work required. Since we've not done donations out to other groups before, Carrie recommended that Sammit go back to the Garden Club advisor and ask that the group put together a preliminary budget and itemized work plan.

B. Board Terms: Carrie Nedick

Tabled conversation from January meeting. Tabled again to March meeting.

C. Employee Handbook: Debbie Jack/Carrie Nedick

Debbie followed up on her items and forwarded to Carrie who has not had a chance to review yet. This will be tabled for March meeting.

NEW BUSINESS

A. Executive Director Employment Agreement process and timeline (Carrie Nedick)

B. Meeting Room Policy

Debbie asked that we revisit the Meeting Room Policy. She receives many phone calls and has to ask: Are you a non-profit and do you have insurance? She mentioned a recent issue with a Bunko Club that asked if they could come in on a regular basis. Debbie went ahead and okayed it without asking about insurance. ACTION: Debbie will check with our insurance company to see if we can have certain instances where it's just okay to get these types of group requests to sign a standard waiver.

Board Action Items

Diversity & Inclusion Mission Statement

Debbie re-read the Diversity & Inclusion Mission Statement and there were no other objections.

Motion to accept by Madlen Miller, seconded by Lynne Harakal. All in favor. Opposed – none.

COMMITTEE REPORTS

Nominating: Nancy Holler

Nancy reported that there was 1 more interview to do and the committee will be ready to submit their recommended 3 names to the Board at the March meeting.

HR Committee: Carrie Nedick

Debbie and Carrie waiting until Debbie spoke to the HR attorney, which she has. They indicated they will go over Employee Handbook again before the March meeting.

SPECIAL COMMITTEES

Friends of PCL Liaison

Friends will be participating in the PSD Community Resource Fair on March 18th.

Motion to adjourn meeting at 8:15 pm by Nicole Wentline, seconded by Lynne Harakal.

Respectfully submitted,
Lisa Roth, Secretary