

PARKLAND COMMUNITY LIBRARY Board of Directors Meeting

Date: April 27, 2023

Start Time: 7:00pm

Location: Parkland Community Library, 4422 Walbert Avenue, Allentown PA

***Mission:** The library connects people to each other and the world, serving as the cornerstone of our community by providing access to information, technology, and cultural enrichment for a lifetime of learning and enjoyment.*

Attendees

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

Also Present: Sammit Bal (Student Rep), Kim Wagner, Mariann Simcic, [Stephanie Prevost](#), [Yu Zhang](#), and [Damian Goodman](#)

Presiding: Kathy Osmond

Call to Order: 7:01pm

Meeting kicked off with introductions of our 3 new board members coming on in July, who are present at tonight's meeting: .

Approval of Minutes –(March 23, 2023):

Motion to accept by [Pranshu Gupta](#), seconded by [Nancy Holler](#)

In Favor: Majority

Opposed: None

Management Team Report ([Jackie Hoimes](#)/[Mariann Kmetz](#))

Report available in PCL Board Google drive and pre-read by board members

Board President's Report ([Kathy Osmond](#))

Kathy looking to now focus on the future. Commented on wonderful job that Jackie/Mariann and the whole staff have been doing to keep the library running smoothly. Kim Wagner also continues to be valuable resource and provide info necessary to help the board prepare/plan." Meetings have been ongoing with Kathy, Carrie, HR attorney this past week, and Kathy did want to thank each board member for their commitment and help as well. Advised Search committee on the importance of hiring an ED who has excellent staff relations and leadership skills.

Kathy reported that we are on track and just waiting to hear from PHS with regards to our new student rep. Kathy was invited to participate in Sammit's Eagle Scout Code of Honor and commented on how nice it was to meet his parents, and hear all the wonderful words from many others in attendance.

Treasurer's Report (Lisa Luciano)

- a. Financial Statement March 2023
- b. Funds Breakdown as of 3-31-23
- c. Fiscal year-to-date (7/1/23 – 3/31/23) vs. overall Budget 2022-2023

Motion to accept the Treasurer's Report for filing by Lynne Harakal, seconded by Nicole Wentline

In Favor: Majority

Opposed: None

Continuing Business

a. Student Rep report

Sammit reported that he has worked with Lynne and made up QR codes for the landscaping items that will be highlighted. Further discussions will be had re: how to display those outside. Kathy also noted that this is Sammit's last meeting with us and everyone wished him well with his future plans.

b. Board terms – Nominating Committee

Nancy mentioned that there has been discussion around the blocks of time for these terms. Looking to get some info from Carrie on how she strategized her initial plan? Question for the whole board is what do we consider reasonable years for terms? Also need to consider how to tack on extra years for officer service. **ACTION: Nancy will set up meeting with the committee before our May meeting.**

c. Board officers – Nominating Committee

Nancy reported that there was a committee meeting to discuss the proposed slate and all but Vice President position had a nomination. Kathy suggested that we outline the duties of each officer, which she and Nancy did briefly. Madlen Miller then volunteered to be added to this slate as Vice President.

New Business

a. Draft of proposed Holiday Schedule FY 2023-2024

No questions/comments – **ACTION: Board will vote on next month**

b. Draft of proposed Board Meeting Schedule FY 2023-2024

Kathy noted that this year, due to the ongoing transition work, we will meet each month (including August). Discussion on how we want to handle the December meeting to avoid the holidays - was decided to go with Dec. 14th – **ACTION: Board to vote on this next month.**

c. Letter of Recommendation

Carrie went over how this letter was decided upon when decision was made to not renew the ED contract, and then read the letter she drafted. Our HR attorney was consulted & she has done a preliminary review of the letter - Will look to get Board approval on final draft once HR attorney has reviewed one more time after Debbie. **ACTION: Board should be able to vote on this next month**

Board Action Items

a. Revised Meeting Room Policy

Kathy went over reasoning behind revisions. Confirmed that even though all meetings will be open to public, that does not mean everyone can participate (e.g an art class that has set number of participants/supplies). As revised, it is expected that the Meeting Room Policy will be a placeholder until a new Executive Director is in place – with the Board making it clear that this policy should be a priority.

Motion to accept Madlen Miller, seconded by Carrie Nedick

In Favor; Majority

Opposed: None

b. Interim Management Team

Kathy noted that we will be discussing this further in Exec Session

c. Executive Director Search Committee: As per our PCL Bylaws: “The Board shall have the authority to create, structure, and retire standing committees and ad hoc committees for the purpose of undertaking special projects. Responsibilities of the committee shall be specified at the time the committee is formed and recorded in the minutes of the Board Meeting. Chairperson assignment and membership in the committees shall be made by the President.”

Executive Director Search Committee members: :

Carrie Nedick (Chair), Pranshu Gupta, Lisa Roth, Jackie Hoimes, Stacy Hortner and Damian Goodman

Responsibilities defined as:

- Create Job Description
- Advertise position
- Structure Interview and Evaluation process
- Recommend qualified ED hire for PCL to the board

Motion to accept this PCL Board ED Search Committee members & duties by Lisa Luciano, seconded by Carrie Nedick

In Favor: Majority

Opposed: None

Committee Reports

Standing Committees

Budget/Finance (Lisa Luciano) – reported under Treasurer’s Report above

Nominating (Nancy Holler) – reported under Continuing Business above

Personnel/HR (Carrie Nedick) - Carrie reported that Lauren (HR attorney) is helping review the proposed compensation package for Jackie/Mariann and is also assisting with another issue.

Special Committees

Diversity & Inclusion - put on hold temporarily

Friends' Investments – No report

Friends of PCL Liaison (Nancy Holler) - Porch Sale on May 20th at PCL. In August the summer sale will be at Jordan Lutheran Church. Luncheon on May 11th has record 29 accepted so far.

Development – No report

Public Comment–

None

Executive Session for Personnel

Motion to adjourn to Executive Session at 7:52pm by Lynne Harakal, seconded by Lisa Roth

The Board came out of Executive Session at 8:42pm

Kathy Osmond called for vote to move forward with proposed plan for Jackie Hoimes & Mariann Kmetz additional compensation plan.

Motion by. Lisa Luciano , seconded by Lynne Harakal

In Favor: Majority

Opposed: None

Adjournment at 8:55pm

Motion to adjourn meeting by Nancy Holler, seconded by Lisa Luciano

In Favor: Majority

Opposed: None

Respectfully submitted,

Lisa A. Roth

PCL Board Recording Secretary