

PARKLAND COMMUNITY LIBRARY Board of Directors Meeting

Date: May 25, 2023

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

Also in Attendance: Jackie Hoimes, Kim Wagner, Damian Goodman, Yu Zhang, Marianne Simcic

Absent: Lisa Luciano

Meeting officially started by Kathy Osmond at 7:06pm

Approval of Minutes –(April 27, 2023):

Few revisions need to be made to the April 27 2023 minutes - they will be re-distributed to the board, and we will look to approve these at the June meeting.

Management Team Report (Jackie Hoimes/Mariann Kmetz report in Google drive) In addition to the Mgmt Team Report we all received last week; Jackie Hoimes also reported that a Circulation Assistant was hired, and we have advertised for a temporary Part-Time Library Assistant to help during the summer (to replace Janet K's hours). June 10th Kickoff Event for the summer reading program (All Together Now) is from 11am to 2pm and all board members are invited. Looking for yard games for this event if anyone has one or two they can loan. Staff meeting scheduled for next Tuesday, May 30th at 8am.

Board President's Report (Kathy Osmond)

Kathy reminded everyone that we will be going into Executive Session near the end of tonight's meeting for Personnel matter. Kathy also expressed the board's gratitude once again to all library staff who are pitching in and doing so much while our ED search going on. Kathy also read the letter sent by Bob Martin from the Upper Lehigh Democratic Committee. June 14th meeting scheduled with Jarrett Coleman (Lisa Luciano will also be present as he has requested to discuss state funding).

Treasurer's Report (Lisa Luciano absent - Nicole Wentline gave report)

a. Financial Statement April 2023

Motion to accept the Treasurer's Report for filing by Carrie Nedick, seconded by Madlen Miller

In Favor: Majority

Opposed: None

Continuing Business

a. Board terms (Pranshu Gupta read the recommendation submitted by Nominating Committee)

Further discussion prompted by clarification requests on the specifics of some items, and topic of resetting current board members' terms to zero or keeping as is right now (was noted that this could affect rotation of members). Agreement met that we will remove the reset to zero from proposed board terms and if anyone feels strongly about keeping that in to contact Pranshu (also contact Pranshu if any further questions come to mind).

ACTION: Kathy recommended that board members think about this for 1 more month and we bring back to vote on at June meeting.

b. Election of Officers (Nancy Holler)

Nominating Committee has finalized the slate (1 person for each 4 officer roles). **ACTION:** In keeping with our bylaws, was agreed to push this vote to June meeting

New Business

a. HR / Personnel budget 2023-2024 recommendation

Carrie went over some scenarios that are being proposed regarding staff salaries. HR and Finance Committees need to meet together before June meeting - **ACTION:** Carrie will schedule another meeting for the HR & Finance Committees after getting some further financial scenarios from Kim Wagner.

Board Action Items

a. Holiday Schedule FY 2023-2024

Motion to accept by Lisa Roth, seconded by Carrie Nedick

In Favor: Majority

Opposed: None

b. Board Meeting Schedule FY 2023-2024

Motion to accept by Madlen Miller, seconded by Nicole Wentline

In Favor: Majority

Opposed: None

c. Letter of Recommendation

Motion to accept by Carrie Nedick, seconded by Pranshu Gupta

In Favor: Majority

Opposed: 1

Committee Reports

Standing Committees

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

Nominating (Nancy Holler) – reported under Continuing Business items above

Personnel/HR (Carrie Nedick) – reported under New Business above

Special Committees

Executive Director Search (Carrie Nedick) - Carrie reported that the job description was created and open ED position advertised starting May 9th - have had 3 applicants so far. Deadline is June 9th, and Jackie going to help us post elsewhere (e.g ALA) in order to get a wider pool of applicants. Question raised that if there are no candidates that meet our approval, what will we plan to do? Carrie indicated that the committee would need to make that decision. Some suggestions made as to how we might tweak the posting to garner more interest.

Diversity & Inclusion – On hold

Friends' Investments – No report

Friends' Liaison (Nancy or Lisa R) - May 20th Porch Sale raised \$1,900. Not accepting any book donations in the month of July - this helps Friends arrange their inventory for August summer sale at Jordan Lutheran Church. Luncheon on May 11th had 32 attendees.

Development – No report

Board Questions/Comments Regarding Pre-Reads (staff dept reports, statistics & donations)

None

Public Comment –

None

Executive Session for Personnel

Motion to adjourn to Executive Session at 8:00pm by Carrie Nedick, seconded by Madlen Miller

Came out of Executive Session at 8:30pm

Motion to approve proposal outlined in Executive Session by Lynne Harakal, seconded by Carrie Nedick

In Favor: Majority

Opposed: None

Adjournment at 8:34pm

Motion to adjourn meeting by Nicole Wentline, seconded by Madlen Miller

Respectfully submitted,

Lisa A. Roth

PCL Board Recording Secretary