PARKLAND COMMUNITY LIBRARY Board of Directors Meeting

Date: August 24, 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: Lisa Luciano, Madlen Miller, Lisa Roth, Pranshu Gupta, Stephanie Prevost, Yu Zhang

Also in Attendance: Kim Wagner, Jackie Hoimes, Mariann Kmetz, Mariann Simcic,

Absent: Nicole Wentline, Damian Goodman, Healley Saltz

Meeting officially started by Lisa Roth at 7:02pm

Approval of Minutes – (July 27, 2023):
Motion to accept by Lisa Luciano, seconded by Yu Zhang
In Favor: All
Opposed: None

Management Team Report (Jackie Hoimes/Mariann Kmetz)
Follow up on the report available in Google Drive

- Community outreach event for landscape project
- The Outreach event for National Night out was successful.
- Summer Quest ended with an ice cream party. This year we had about 150 attendees.
- Still in the process of assessing hoopla and overdrive for another month, capped monthly and daily. Possible option: Overdrive Advantage – PCL Collection only for 6 months and then goes to the cooperative.
- SWT – sidewalk, garden should not be affected, handicap access, sidewalk around the back. The library will be accessible during construction.
- Two leaking tanks were replaced. Water softener quote has been obtained.
- Staff member Aimee Joy Grillo resigned as of August 8th.
- Youth services department head, Jackie Holmes resigned; September 1st would be the last day. A full-time youth services position was approved by HR. Position has been offered and the hired person will start in a week.
**Board President’s Report** (Lisa Roth)

Updates regarding the ED search. Everything is happening as per the initial timeline.

**Treasurer’s Report** (Lisa Luciano)

a. Financial Statement July 2023

b. Funds Breakdown as of 7-31-23

Motion to accept the Treasurer’s Report for filing by Madlen Miller, seconded by Yu Zhang
In Favor: All
Opposed: None

Motion to accept the quote ($6,865) for installation of water softener by Lisa Luciano, seconded by Madlen Miller
In Favor: All
Opposed: None

**Continuing Business**

a. Healley Saltz (not available)

b. Wage/Salary increase

Motion to accept “Wage/salary increase, due to the rising cost of living, of 5% for all staff members retroactive to July 1st, 2023. To express our appreciation for your outstanding dedication over the past six months, we are pleased to provide a one-time bonus of $300”. by Madlen Miller, seconded by Lisa Luciano
In Favor: All
Opposed: None

**New Business**

a. Insurance – Conflict of Interest

**Board Action Items**

**Committee Reports**

Standing Committees

a. **BUDGET/FINANCE** – Lisa Luciano – reported under #5 above.
b. **NOMINATING** – Pranshu Gupta
c. **PERSONNEL/HR** – Madlen Miller
   - Discussing responsibilities of the committee and ED
   - Approved the youth services full-time position.
   - Discussed policy updates and related items with the attorney.
Manage/Oversight of paperwork, how long the documentation should be kept and who purges will be discussed further.

Special Committees

a. EXECUTIVE DIRECTOR SEARCH – Lisa Roth
b. DIVERSITY – on hold
c. FRIEND INVESTMENTS – No report
d. FRIENDS’ LIAISON – Lisa Roth
e. DEVELOPMENT – No report

Board questions regarding pre-reads (staff department reports, statistics, and donations)

Public Comment
No comments

Executive session
Board going into Exec session at 7:43 pm to discuss personnel on motion of Lisa Luciano & seconded by Yu Zhang.

Board came out of Exec session at 8:25pm on motion of Stephanie Prevost & seconded by Madlen Miller.

Adjournment
Motion to adjourn by Yu Zhang, seconded by Lisa Luciano