

## **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 8<sup>th</sup>.
- Youth services department head, Jackie Holmes resigned; September 1<sup>st</sup> 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