

PARKLAND COMMUNITY LIBRARY Board of Directors Meeting

Date: September 28th, 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 Roth, Lisa Luciano, Nicole Wentline, Damian Goodman, Pranshu Gupta, Stephanie Prevost, Yu Zhang, Healley Saltz

Also in Attendance: Kim Wagner, Mariann Simcic

Absent: Madlen Miller

Meeting officially started by Lisa Roth at 7:00pm

WELCOME our Executive Director, Maryellen Kanarr!

Maryellen updated on the following:

- Youth services position has been posted.
- Outreach via emails.

Approval of Minutes – (August 24th, 2023, and September 7th, 2023):

Motion to accept by Yu Zhang, seconded by Lisa Luciano

In Favor: All

Opposed: None

Management Team Report (Maryellen Kanarr/ Mariann Kmetz)

Follow up on the report available in Google Drive

Board President's Report (Lisa Roth)

- Ironton elementary event went well.
- Parkland girls volleyball running a drive – donations.
- Planning to update the library website, TV/studio students to work on promotional videos for the resources available.
- Planning for the 50th anniversary.

Treasurer's Report (Lisa Luciano)

a. Financial Statement August 2023

Waiting to receive local funding.

Motion to accept the Treasurer's Report for filing by Lisa Luciano, seconded by Nicole Wentline

In Favor: All

Opposed: None

Continuing Business

a. Healley Saltz, Student Rep Report

Healley reported on possible collaborations and events at the library which include the following:

1. Banned book discussion.
2. SAT tutoring.
3. Child Development Club – encouraged to come visit the library, tutoring.
4. Firefighting club
5. Other club collaborations
6. Middle School Reading Olympics

New Business

Board Action Items

a. Amendment to PCL Document Retention and Destruction Policy

Further discussion on how to store the documents in the cloud.

Motion to accept the Amendment to PCL Document Retention and Destruction Policy by Lisa Luciano, seconded by Damian Goodman

In Favor: All

Opposed: None

Committee Reports

Standing Committees

a. **BUDGET/FINANCE** – Lisa Luciano – reported under #5 above.

b. **NOMINATING** – Pranshu Gupta

c. **PERSONNEL/HR** – Madlen Miller

Special Committees

a. **DIVERSITY** – tabled

b. **FRIEND INVESTMENTS** – No report

c. **FRIENDS' LIAISON** – Lisa Roth

- Book sales brought in a little over 10,000.
- SWT Trunk and Treat event, Oct 20th
- UMT Trunk and Treat event, Oct 27th (Lone Lane)

d. **DEVELOPMENT** – No report

- Discussion about endowment

- Event for donors

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

Public Comment

No comments

Executive session

Adjournment

Motion to adjourn by Yu Zhang, seconded by Lisa Luciano



PCL Board Special Meeting for Personnel Item - Thursday, Sept. 7 @ 5:45pm

In-Person Attendance: Lisa Roth, Nicole Wentline, Mariann Kmetz and Kim Wagner

Attendance via Zoom: Madlen Miller, Lisa Luciano, Damian Goodman, Yu Zhang, Stephanie Prevost.

Meeting called to order by Lisa Roth at 5:47pm

The ED Search Committee's recommended candidate for the Library's new Executive Director (Maryellen Kanarr) was extended a verbal offer of employment on August 26, 2023. Formal contract was reviewed by PCL's HR attorney and draft provided to all board members for pre-read prior to tonight's meeting.

Motion to approve the employment contract of Maryellen Kanarr as Executive Director of the Parkland Community Library consistent with the terms and conditions as outlined in the finalized, attorney-reviewed contract and Board President & Vice President, for a start date of September 25, 2023.

Motion made by Madlen Miller to approve employment contract for signing by Board President, seconded by Lisa Luciano.

Roll Call vote:

Lisa Roth - Yes

Madlen Miller - Yes

Lisa Luciano - Yes

Pranshu Gupta - Absent

Nicole Wentline - Yes

Stephanie Prevost - Yes

Damian Goodman - Yes

Yu Zhang - Yes

Motion passed unanimously. Contacts with the new director and her first week schedule will be communicated between Mariann Kmetz and Lisa Roth.

Motion to adjourn at 6:05pm by Nicole Wentline, seconded by Yu Zhang.

Respectfully submitted,
Lisa A. Roth, President