

**PARKLAND COMMUNITY LIBRARY**  
Board of Directors Meeting – April 25, 2024

**In-Person Attendance:** Lisa Roth, Madlen Miller, Lisa Luciano, Yu Zhang, Nicole Wentline, Stephanie Prevost, and Maryellen Kanarr

**Meeting officially started by Lisa Roth at 7:01pm**

**Approval of Minutes – March 21, 2024**

Motion to accept by Nicole, seconded by Stephanie.

In Favor - All

Opposed -

**Executive Director Report** (Maryellen Kanarr)

Maryellen expanded on her report notes we were sent by answering some questions around the PCL 50<sup>th</sup> Anniversary event on April 13<sup>th</sup>, the new partnership with Parkland Art League, and the ongoing updates of the website and events calendar. In addition, conducting staff appraisals, updating Employee Handbook and PCL's Community Publicity Policy.

**Board President Report** (Lisa Roth)

Lisa just went over the programs and events she attended since our March 21<sup>st</sup> meeting (including UMT Bunny Hop w/Maryellen and the 50<sup>th</sup> Anniversary).

**Treasurer's Report** (Nicole & Lisa L presented)

- A. Financial Statement – March 2024
- B. Funds Breakdown as of 3/31/24
- C. Year-to-date (7/1/23-3/31/24) expenses vs. overall budget

Some questions asked/answered around "Other Income" line (is that donations) and how/when we get Friends' donation(s).

Motion to accept the Treasurer's Report for filing by Madlen, seconded by Yu

In Favor - All

Opposed -

**Continuing Business**

- A. Healley Saltz, Student Rep report: Healley not in attendance, but we did go over her pre-read report and Lisa R. mentioned that she had contacted Healley about advertising the Friends' scholarships at PHS.

**New Business**

- A. Draft of 2024-25 Board Meeting Schedule  
Was decided that we will **cancel the August 22<sup>nd</sup> meeting** and opting for **December 12<sup>th</sup>** (not 19<sup>th</sup>)
- B. Draft of 2024-25 Holiday Schedule

NOTE: Will ask Kim to update Board Meeting schedule as noted above and add both schedules to our May meeting agenda for approval.

## Board Action Items

- A. Nominating Committee (Pranshu Gupta, Damian Goodman, Stephanie Prevost and Lisa Roth)  
On behalf of the Nominating Committee:

Motion to approve **Mallory Jane Sweeney** to fill the open Parkland Community Library Board seat by Lisa R, seconded by Stephanie Prevost.

In Favor - All

Opposed -

## Committee Reports

### *Standing Committees*

- a. Budget/Finance (Lisa Luciano) – reported under #5 above
- b. Nominating (Pranshu Gupta) – reported under #8 above
- c. HR/Personnel (Madlen Miller) – As per last HR Committee meeting on April 19, looking to support Maryellen in her current endeavors to review the Employee Handbook, conduct appraisals, and discuss staff raises. Was noted that Maryellen will be submitting recommendations for FY2024-25 raises, which will then be evaluated by both Finance and HR committees.

### *Special Committees*

- a. Diversity & Inclusion – tabled
- b. Friends' Liaison (Lisa Roth) – reminder that May 2<sup>nd</sup> is Annual Meeting/Luncheon at Morgan's
- c. Endowment – in development stage

**Board Questions Regarding Pre-Reads** (staff department reports, statistics, and donations)

**Public Comment(s) - None**

**Executive Session - None**

## Adjournment

Motion to adjourn meeting at 7:55pm by Lisa L and seconded by Madlen

In Favor - All

Opposed -