

# PARKLAND COMMUNITY LIBRARY

Board of Directors Meeting – September 26, 2024

**In-Person Attendance:** Lisa Roth, Lisa Luciano, Nicole Wentline, Stephanie Prevost, Healley Saltz, Maryellen Kanarr and Kim Wagner

**Attendance via Zoom:** Mallory Sweeney, Pranshu Gupta

**Excused:** Madlen Miller, Yu Zhang, Damian Goodman

**Meeting officially started by Lisa Roth at 7:10pm**

## **Approval of Minutes – June 27, 2024**

**Motion to accept by Nicole Wentline, seconded by Stephanie Prevost.**

**In Favor - All**

**Opposed - None**

## **Executive Director Report (Maryellen Kanarr)**

Maryellen went over some highlights from her pre-read report. The new tablet kiosk has been ordered and she went over the usage procedure for when it arrives. More grants have been applied for (AT&T and PPL). Upcoming Oct. 18<sup>th</sup> Trunk & Treat events at both UMT (Lone Lane Park) and SWT (Covered Bridge Park) – Maryellen will be at SWT and Lisa R. covering UMT's. Summer Reading program had 843 readers, Beanstack usage also very successful and many attended the end of program celebration on August 10<sup>th</sup> (just over 500). The summer the Lehigh County Library Cooperative also ran a Passport Program which had 117 participants. NOTE: Kim Wagner has completed the required training and certifications to be PCL's new Notary Public – we are looking to approve the policy later in this meeting and then the rules around PCL members' use of these notary services will be posted on the website. New part-time Reference employee, Kelly Bower – she is a retired librarian from Emmaus High School. PCL has received another PA Gold Star rating.

## **Board President Report (Lisa Roth)**

Lisa asked for help from any other board members who would be available to help hand out candy at the Oct. 18<sup>th</sup> Trunk & Treat events at the PCL tables. Also mentioned Healley Saltz article in recent Parkland Press re: her winning a Coca Cola scholarship

## **Treasurer's Report (Lisa Luciano)**

A. Financial Statements – June, July and August 2024

**Motion to accept the Treasurer's Report for filing by Lisa Luciano seconded by Stephanie Prevost**

**In Favor - All**

**Opposed - None**

## **Continuing Business**

NOTE: will be renamed **Student Representative Report** going forward

Healley reported out on her ongoing work with Amnesty International, particularly with this being National Banned Books week. Worked with PCL Teen Library Assistant, Kayla, on some activities. There is going to be a book banning discussion group at Parkland HS on Oct. 8<sup>th</sup> for students in club activities to participate – this will be facilitated by a

professor from DeSales Univ. PHS TV & Film students continue to collaborate with South Whitehall Township to capture stories for the SWT Landscapes historical initiative. Healley also informed that there was a Student Activities Fair last week at PHS, and she was able to do some further networking to potentially connect some clubs to PCL.

## New Business

- A. Further discussion on the request to expand PCL service area to include Weisenberg Township (1 of 4 townships that comprise Northwestern Lehigh SD). Possible options to consider for this proposal quickly gone over, but Lisa R. recommending this topic be tabled to a Spring 2025 board meeting since 1) we should have all board members present, 2) Maryellen confirmed the Library would not be able to get State approval before August 2025 and 3) we are still gathering relevant information. NOTE: Stacey Royer from Weisenberg was present this evening and Lisa Roth permitted her some brief comments at this time during the meeting.
- B. PCL Abuse Prevention Administrative Policy for Board signatures – Kim Wagner distributed the new version of this policy as recommended by PCL insurance rep, Bob Longley. Board members are given one month to review, sign and return to Kim.
- C. By-Laws – general agreement that we should once again delay this discussion regarding updates to the by-laws, possibly November meeting. There was some discussion around changing the off month for board meetings from August to July, or not take any months off unless there is a lack of quorum. ACTION: Kim will distribute current by-laws to all board members prior to November meeting for review beforehand.
- D. PCL Summer Hours: Maryellen indicated that there has been unfavorable community input with regards to the library closing at 1pm on Saturdays during the summer. State Library Code allows for a 10-week reduction in hours during the summer if wanted, but it is not a mandate. She is promoting a return to Saturday closure at 4 or 5pm for Summer 2025.
- E. Book Drop for Front Porch – Maryellen and Lisa R. briefly went over the history of why current book drop located at back of building, costs to make that location ADA compliant, and what SWT will approve for new drop. Maryellen will make a request at next Friends board meeting in early November to see if they would be able to cover the close to \$6,000 cost, but in the meantime, board consensus to approve the purchase right away to comply with the need to be ADA compliant.

Motion to approve purchase of book drop collection box by Nicole Wentline, seconded by Lisa Luciano  
In Favor – All  
Opposed - None

## Board Action Items

- A. Notary Public Service Policy

Motion to approve by Stephanie Prevost, seconded by Lisa Luciano  
In Favor – All  
Opposed - None

- B. Policies related to acceptance of grants:
  - 1. Conflict of Interest Policy
  - 2. Cash Management Procedure
  - 3. Travel Policy

Motion to approve by Nicole Wentline, seconded by Lisa Luciano  
In Favor – All  
Opposed - None

## **Committee Reports**

### *Standing Committees*

- a. Budget/Finance (Lisa Luciano) – reported under #5 above
- b. Nominating (Pranshu Gupta) – No report
- c. HR/Personnel (Madlen Miller) – No report

### *Special Committees*

- a. Diversity & Inclusion – indefinitely tabled
- b. Friends' Liaison (Lisa Roth) – Lisa mentioned that with her new job hours she is unable to attend the Friends' board meetings that occur on the first Thursday of every other month at 1pm. Offer extended if any other board member interested in taking over as Friends' Liaison. If not, then Lisa will continue and get updates from the Friends' board meeting minutes and Maryellen who attends
- c. Endowment – in development stage

**Board Questions Regarding Pre-Reads** (staff department reports, statistics, and donations) - None

**Public Comment(s)** – Note that this was allowed earlier in agenda (Stacey Royer of Weisenberg Township) at the President's discretion during New Business, Item A.

**Executive Session - None**

## **Adjournment**

Motion to adjourn meeting at 8:40pm by Stephanie Prevost, and seconded by Lisa Luciano

In Favor - All

Opposed - None