

PARKLAND COMMUNITY LIBRARY Board of Directors Meeting

Date: November 21, 2024 / **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: Nicole Wentline, Pranshu Gupta, Damian Goodman, Madlen Miller, Lisa Roth, Stephanie Prevost, Healley Saltz, Lisa Luciano

Also in Attendance: Maryellen Kanarr

Absent: Mallory Sweeney, Yu Zhang

Meeting officially started by Lisa Roth at 7:00pm

Approval of Minutes – (September 24th, 2024):

Motion to accept by Damian Goodman, seconded by Stephanie Prevost

In Favor: All

Opposed: None

Executive Director Report (Maryellen Kanarr)

Available in Google drive

1. Tablet station is advertised this week
2. \$5000 grant from PLA AT&T, starting classes next year
3. Exploring a library app with helpful features
4. Library TikTok account is activated
5. Halloween themed event hosted in October
6. Outdoor book drop funding was approved by FPCL
7. 8 staff computers replaced
8. Friday, Jan 10th, Staff Professional Development, Closed on that day
9. Checkouts and patron numbers are increasing
10. Receiving 20 laptops-HP EliteBook x360 830 G10 via CPF Digital Connectivity Technology Program

President's Report (Lisa Roth)

1. Thank you note for reviewing documentation.
2. Library has been in the news with good information.

Treasurer's Report (Lisa Luciano)

Financial Statement – Oct. 2024

Available in Google drive

- Operating income minus operating expenses YTD was \$509,552.
- Total income minus total expenses YTD was \$521,636.
- Interest income for October was at \$8,628.
- The INVEST rate was at 4.877% as of 10/31/2024.

Motion to accept the Treasurer's Report for filing by Lisa Luciano, seconded by Maddy Miller
 In Favor: All
 Opposed: None

Student Representative Report (Heallev Saltz)

- Videos will be edited by Nov 25th
- Parkland Press – may be able to advertise the videos
- Sunshine chapters meet at library regularly
- PCL is a great meeting space when schools are closed
- Students may help run story time events
- Lisa recommended an opportunity for Child Development Club

Continuing Business

None

New Business

Board Action Items

Access for Maryellen (Primary) for online banking account.

Motion by Lisa Roth to grant Maryellen Kanarr/Exec Director the following for all PCL bank and investment accounts – signer and primary admin – with her own login, seconded by Maddy Miller

In Favor: All
 Opposed: None

Revision to Bylaws - Discussion regarding the document

To be discussed

- Staff tokens in January
- Bylaws
- HR Handbook
- Change of Committee Names

Committee Reports

STANDING COMMITTEES

- a. BUDGET/FINANCE – Lisa Luciano – reported under #5 above.
- b. NOMINATING – Pranshu Gupta – no report.

- c. PERSONNEL/HR – Madlen Miller
 - a. HR Handbook – met and discussed some updates

SPECIAL COMMITTEES

- a. DIVERSITY - tabled
- b. FRIENDS' LIAISON – Lisa Roth
 - a. New bookkeeper
 - b. MUM sale was very successful
 - c. Kuhnsville carwash for 1 day was successful
 - d. May 2025 – Open Officer Positions
- c. DEVELOPMENT – No report

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

Public Comment - No comment

Executive Session – None

Adjournment

Motion to adjourn at 7:51pm by Nicole Wentline, seconded by Damian Goodman

In Favor: All

Opposed: None

Respectfully submitted,

Pranshu Gupta

Board Secretary