

PARKLAND COMMUNITY LIBRARY Board of Directors Meeting

Date: December 12, 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: Lisa Roth, Lisa Luciano, Nicole Wentline, Mallory Sweeney, Yu Zhang, Stephanie Prevost and Madlen Miller

Also in Attendance: Maryellen Kanarr, Healley Saltz

Absent: Damian Goodman, Pranshu Gupta

Meeting officially started by Lisa Roth at 7:10pm

Approval of Minutes – (November 21, 2024):

Motion to accept by Lisa Luciano, seconded by Yu Zhang

In Favor: All

Opposed: None

Motion Passed

Executive Director Report (Maryellen Kanarr)

Available in Google drive and provided as a pre-read – Additional comments/discussion:

1) Basic computer literacy classes for adults (as part of PLA AT&T grant) – in addition to Jan/Feb classes, the funds will most likely be used for a laptop cart & accessories.

2) North and South Whitehall Townships' Tree Lighting ceremonies – Maryellen also thanked the PHS Child Development Club students who participated. Lisa R. asked if any help needed for the Upper Macungie New Year's Eve celebration at Grange Park on Dec. 31st.

3) In-person AARP tax appointment scheduling will take place Jan. 22nd and 27th. Patrons will need to come to the Library's Zirkel meeting room to make tax prep appointments and pick up informational packet. Will also be able to utilize Google Voice phone # to call after Jan. 27th for appointments.

President's Report (Lisa Roth)

Lisa mentioned how well the Saturday, Dec. 7th Friends Open House went and asked Maryellen to thank the staff that day who sent several patrons back to the shop who had never been there before. The Friends also brought the leftover baked goods up to the Circ Desk afterwards.

Treasurer's Report (Lisa Luciano)

a. Financial Statement – November 2024 Available in Google drive

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

In Favor: All

Opposed: None

Motion Passed

Student Rep Report (Healley Saltz)

Available in Google drive and provided as a pre-read.

- 1) Still waiting on the edited PHS TV Studio videos to come back
- 2) Looking for social media commentators to work in partnership with PCL Marketing
- 3) With Maryellen's help, looking into purchasing AP study books

Lisa R. thanked Healley for her recommendation to contact ASL students at PHS as possible tutors. Also thanked Maryellen for her approval to use PCL meeting spaces for these tutoring sessions when the PHS Library closed over holidays.

New Business – None

Board Action Items:

- a. PCL Human Resources Handbook

Madlen thanked everyone who took the time to go through the Handbook and offer comments/suggestions – she and Maryellen co-commented on the proposed changes. There was some additional discussion around health care reimbursements section. No need for official vote approval – Maryellen will update the final draft and distribute to the staff in January 2025.

Committee Reports

STANDING COMMITTEES

- a. BUDGET/FINANCE – Lisa Luciano – reported under Treasurer's Report above
- b. NOMINATING – Pranshu Gupta – No report
- c. PERSONNEL/HR – Madlen Miller – reported under Board Action Items (PCL Employee Handbook updates) and mentioned some personnel issues that Maryellen is keeping her updated on.

SPECIAL COMMITTEES

- a. DIVERSITY - tabled
- b. FRIENDS' LIAISON – (Lisa Roth) – reported under President's Report above
- c. DEVELOPMENT –tabled

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

Stephanie commented on the recent LEGO activity event that new staff member, Kate Bannon ran – her daughter loved it!

Public Comment - None

Executive Session – None

Adjournment - Motion to adjourn at 7:45pm by Mallory Sweeney, seconded by Madlen Miller

In Favor: All

Opposed: None

Respectfully submitted,
Lisa Roth (President)