

## Nazareth Library Board Meeting Minutes

Tuesday, February 27, 2024

Attendance: Holly Bennett (Executive Director), Christopher Cook (President), Nate Golub (Vice President), Becky Bartlett (Secretary), Cindy Corpora, Jarred Bedoya, Evan Davis, and Amy Templeton

Liaisons in Attendance: (none)

Guest: Keith McKeon

Absent: Mary Reichel-Knecht, Davene Perusso, Len Fodera (Treasurer)

### **Chris Crook called the meeting to order at 6:00 p.m.**

Chris welcomed Keith McKeon to the meeting and explained that Julie Bender will be stepping down from the Board and moving over to serve as a liaison. Keith, following a vote by the Bushkill Supervisors in early March, will be taking the position of Bushkill representative.

Becky Bartlett asked about the Pet Parade and was told the sign up was available online. Jarred Bedoya suggested ten copies of the registration form be printed out and made available at the front desk for those patrons who don't have computer access.

**President's Remarks:** Chris thanked attendees for coming and apologized for his remarks in January where he should have made it clear that Board members do not have to participate in every event or fundraiser. Everyone has their own strengths and weaknesses, but the Library does need 100% of the Board's effort.

Chris proposed doing a Talent & Interest Survey. Nate offered to send him a format.

**January Board Meeting Minutes:** Jarred pointed out a misspelling of Len Fodera's name to be corrected. On a first from Jarred Bedoya and a second from Evan Davis, a motion to approve the January minutes with requested changes.

### **Treasurer's Report (Holly Bennett)**

Len Fodera, currently on vacation, called Holly recently to discuss the report

- The Library has received its state subsidy for 2024 - \$89,624. This is a \$11,273 increase from 2023, but Holly is not sure why we received more money this year.
- We have currently received \$44,677 from the Annual appeal with envelopes still coming in
- Holly requested that Board members remind their municipalities that programming, including the Summer Reading program, is paid exclusively with funds from grants and that the Library is **not** a Community Center.
- The Charcuterie Fundraiser raised a net profit of \$835.
  - On a first from Nate Golub and a second from Cindy Corpora, a motion to designate the profit as matching funds to pay for a new boiler.

## **Director's Report (Holly Bennett, Executive Director)**

### Keystone Matching Grant:

- Holly announced that the Library has received a \$250,000 Keystone Matching Grant to pay for the replacement of the heating system (three new boilers and pipes). Improved efficiency will save the Library \$1,700/year. Chris pointed out that Holly and her staff worked very hard to get this grant and that we have applied two times before. Holly said that accepting this grant required two separate Resolutions from Nazareth Borough. The Borough will be the Library's partner on this grant and the boiler replacement will have to be run as a Borough project which means it must go out for bid. Dan Chivarolli will be the designated signer. The State requires us to have an agreement with the Borough that the Library will continue to be in operation for the next fifty years. The Borough Council is scheduled to vote on this on Monday, March 4<sup>th</sup>.
- The next step is for Holly to sign the grant and then begin fundraising so we can match the amount of the grant. The Library has 18 months to complete the work. Funds currently available for a match--\$76,700.
- Chris pointed out that the original estimate for the work was \$380,000, but that was bumped up to \$500,000. We might not need the whole \$250K. One potential option to match the funds might be to take out a loan, otherwise we are looking at having to raise at least \$185,000. Holly is also working on other grants which don't require a match.
- The Phase I Renovation will provide us with an opportunity to take advantage of the demolition and renovate the basement.
- Jeff Corpora has moved from the Nazareth Borough Council to County Council He will call Lisa Boscola and request a meeting between her and Holly.
- Holly has begun investigating the investment account and found that \$100,000 plus the interest it has earned is dedicated to capital expenditures and improvements. We will need to get a cost basis accounting to determine the current total.
- Nate asked about how we might launch a campaign to raise money. Chris said we will discuss a plan at the March meeting including gathering letters of support from the municipalities.

### Other Business:

- The meeting dates for the Library Board are now posted in the lobby.
- Board meeting minutes are now available online
- The Library has hired Abby Richardson as a full-time Customer Service Supervisor and Brooke Engler as an additional Circulation Assistant

## **Learning Minutes: Resource Sharing with EAPL & Online Registration**

Laren Kerby: The Library is moving more program registrations online. In 2023, 637 children registered for the Summer Reading program and staff did all the registrations by hand which led to long lines. This year, participants will be able to register electronically through Local Hop. The system will also send reminder emails to participants and has a waitlist function, freeing up more time for staff. The annual subscription fee for Local Hop is \$800.

Anneliese Warnke: This week MLNV began a soft launch of working with Easton Library. Patrons can now request books through Easton. The option pops up automatically on the Search catalog. New books will be kept exclusive for Nazareth for a period of time. Requested items will be delivered daily by a van.

### **Board Business:**

Pet Parade Fundraiser: Jarred Bedoya

- The committee has been meeting bi-weekly and a lot of the prep work has already been completed
- \$1,000 has been received from 3 sponsors and several others are pending
- Lawn signs are in and should start being displayed towards the end of March
- Instead of T-Shirts for volunteers, we may provide them with orange pennies which will make them more visible
- The High School mascot will participate in the parade

Policy Committee Update

- Holly reported that Nazareth Together has requested to reserve space for April 13<sup>th</sup>. Nate asked when the new policies will be implemented; Answer – April 1<sup>st</sup>. Holly is assuming the reservation will be for a program for 30 people but has few details. The organizer requested that she be able to solicit donations. The Board agreed this would not be allowed. Holly has informed Nazareth Together that the Board is close to adopting a new policy, but Chris said we may choose to grandfather them under the old rules. The Board will discuss this when we have more information. A Certificate of Insurance (COI) will be required.

Meeting Room Policy: Becky Bartlett

- Becky introduced the drafts of the following policies, thanking Len, Nate, Jarred, Evan, Holly and her staff for all their work over the last few months. The policies went out to the lawyer this week and are currently under review.
  - Meeting Space Policy
  - Meeting Space Reservation Form
  - Library Program Policy
  - Meeting Room Reservation and Program Appeal Process
  - Request for Reconsideration: Meeting Room or Program Suggestions
- Chris recommended that, after the Board receives the reviewed documents, the Board approve them via an email vote.

Circulation Policy: Holly Bennett

- This policy address how items are circulated and who can borrow them
  - On a first from Nate Golub and a second from Jarred Bedoya, a motion to approve the policy and have them go into effect immediately. Motion passed.

**The meeting adjourned at 7:56 p.m.**

**Respectfully submitted: Becky Bartlett**