

Nazareth Library Board Meeting Minutes

Tuesday, March 26, 2024

Attendance: Holly Bennett (Executive Director), Christopher Cook (President), Nate Golub (Vice President), Len Fodera (Treasurer), Becky Bartlett (Secretary), Cindy Corpora, Jarred Bedoya, Evan Davis, Amy Templeton, and Keith McKeon (attended via Zoom)

Liaisons in Attendance: Davene Perusso

Guests: Brenda Reinert, Shawn Carson, Kevin Wilson and Jim Carlucci

Absent: Mary Reichel-Knecht

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

Heating and Renovation Update/Tour of the Basement (Holly Bennett & Brenda Reinert)

Holly showed a video of a 3-D walkthrough of the Architect's renderings of the proposed renovations to the cellar and provided a draft of costs to replace the boilers and construct a space for teens which will include a teen room, shelving for Young Adult books and an area for audio/visual items.

Brenda led a tour of the basement. The plan is to remove the three boilers and replace them with two gas-powered units and install an air exchanger

February Board Meeting Minutes: The Board accepted the minutes as presented. Len Fodera abstained.

Treasurer's Report: The Board accepted the Treasurer's Report as presented.

Director's Report (Holly Bennett, Executive Director)

Tom Daub informed Holly that Brown Daub would be donating \$2,500 to the library from their charity fund. Len Fodera pointed out that Brown Daub hands out these grants quarterly and that MLNV should apply again as well as ask them to sponsor Touch a Truck in the fall.

Learning Minutes: Jim Carlucci and Keith Wilson of Watchkeep gave the Board a review of the services they provide which include:

- Remote monitoring
- Help Desk support
- Patch Management
- Vendor Management
- Infrastructure Management
- Content filtering
- Anti Virus
- Password management
- MS 365 management

Len asked about server management and server updating. Jim Carlucci said that assets are updated daily and servers are replaced every 5 years and that the current unit is due to be replaced in October 2024.

Watchkeep manages 31 devices for the library including the firewall. Backups are done every 4 hours and include an onsite hard drive and the Cloud.

Next-level services, which the library may want to add, include:

- Dark web monitoring
- MDR (Managed Detection & Response)
- Multifactor Authentication
- Advanced Email Protection
- Security Training
- Business Continuity

Chris Crook said that Watchkeep has been the best company so far. Currently, MLNV pays \$1,400/month for services.

Holly reported that she recently had a meeting with Nate Golub, Amy Templeton, and Lori Stauffer (Lower Nazareth Township's Manager). LNT seems very supportive of what the library is doing. Amy will be leaving the board soon and Nancy Teague will come on in April. Amy said she had enjoyed her three years with the Board and thanked Holly for doing such a great job.

Holly is applying for two non-matching grants: a T-Mobile Home Town Grant, requesting \$40,000 for the boiler replacement, and a Covid Capital Projects Grant for \$1 million to help with the basement renovation. The Covid Grant application is due in mid-April. Rep. Joe Emrick, State Senator Lisa Boscola, County Executive Lamont McClure, and Lower Nazareth Township have already submitted letters of support.

April 7 – 13th is National Library Week. April 9th is Library Staff Day. Holly requested Board members stop by and say thank you to the staff. (Currently, there are 16 people on the payroll).

Amy asked about Hoopla—a streaming service the library offers. Currently, we pay \$1,200/month for Hoopla. Quite often the daily allowed downloads are used up by noon.

Holly reported that she was recently approached by a family who had just moved into a house in Plainfield Township. They came in to get a library card but did not qualify because of their municipality. However, both parents were veterans and Holly wondered if there might be a way to make an exception for them. The library does not sell library cards and giving them away to someone who doesn't qualify is difficult because of the funding formula used with the four municipalities. She will have to research the bylaws and library regulations to find out if it is possible, as well as seek permission from the participating municipalities. Amy suggested that should an exception be made, it only applies to Stockertown, Tatamy, and Plainfield.

Holly reported that Nazareth Together will hold a "Trans 101" program in the basement on April 20th from 12:30-3:30 p.m. Up to 30 people will attend in person; the program will also be

livestreamed. Chris Crook asked Board members to attend and help keep things calm. Becky will be the spokesperson. No protests have come to anyone's attention yet. The event is grandfathered under the rules of the old policy. Nazareth Together has submitted a Certificate of Insurance (COI). Len stressed that the library is open to all and that MLNV serves the whole community. Becky pointed out that the program is about a social issue and is educational. Len said that the Boro PD will provide security with other municipalities available if needed. Nate asked if this event would be allowed under the new policy. Holly said April Ferretti asked about not requiring the COI as it costs a few hundred dollars and she wants to schedule another program later in the year. The Board agreed that COIs should be required for these events. April Ferretti asked for help if there was a disturbance and was informed that the Patron Behavior Policy would be enforced.

Board Business:

Policy Committee Update

The lawyer, who works pro bono, has not yet reviewed the following policies:

- 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 pointed out that the approval for these policies was tabled at the February meeting. Len motioned that the rules be adopted as drafted. Nate Golab seconded the motion. Motion passed. The policies will go into effect at 12:01 a.m. on March 28, 2024, and will be added to the website.

Pet Parade Fundraiser: Jarred Bedoya

The parade will be held on May 18th. We've already collected \$4,000 in sponsorships/grants. Our goal is to make a \$10,000 profit. Eight people have already registered. Signs will be posted after Easter. An ad will run in *The Key* the first two weeks of April. Shawn Carson said the *Friends of the Library* will provide a \$200 sponsorship. Volunteers are needed and Jarred asked Holly to get T-shirt sizes for the participants.

Grants for Basement Renovation/Boiler Installation: Holly Bennett

Holly said \$177,000 is available to match the \$250,000 Keystone Grant for Boiler Replacement:

- \$27,000 – Grassroots
- \$50,000 – Post Foundation Grant
- \$100,000 – Capital Reserves

Lisa Boscola anticipates giving the library \$75,000 from her appropriation fund in the fall. The Renovation will require an additional \$600,000. There is an ownership problem with the building in regards to applying for federal grants. The library may have to get a 99-year lease from the Borough in order to qualify.

On a first from Len Fodera and a second from Cindy Corpora, a motion to adjourn.

The meeting adjourned at 7:58 p.m.

Respectfully submitted: Becky Bartlett