

Nazareth Library Board Meeting Minutes

Tuesday, April 23, 2024

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

Absent: Mary Reichel-Knecht, Len Fodera, Amy Templeton, Davene Perusso (Liaison) and Julie Bender (Liaison)

Chris Crook called the meeting to order at 6:01 p.m.

March Board Minutes: On a first from Jarred Bedoya and a second by Cindy Corpora, a motion to accept the March meeting minutes.

Treasurer's Report: Holly

Holly said the Library is waiting on a payment from Nazareth Borough which makes its payments quarterly. The Board accepted the Treasurer's Report as presented.

Member Comments:

Holly Bennett, Christopher Crook, Nate Golub, Keith McKeon, Evan Davis and Becky Bartlett were at the Library for the "*Trans 101*" presentation by *Nazareth Together* on Saturday, April 20th. Keith said the event was well-run and went so smoothly the Nazareth PD was able to leave the site by 2:30 PM. Between 15 and 20 people attended in-person. Nate said there is no playbook for these kinds of events and wanted to know if a program like this would fit under the updated programming policies. Holly said the updated policy is on the website and, on the advice of an attorney, is creating a rubric to judge requests and issue a quantitative score. Any organization that wants to host an event in the future MUST collaborate with the library. Becky said that controversial topics were okay but turning the library into a staging area for the culture wars was not.

Director's Report (Holly Bennett, Executive Director)

So far, \$46,123.08 has been raised in the annual campaign—this is the highest amount raised to date.

Catherine Stewart is retiring after 44 years at the library. Donna has also left and the loss of two highly paid personnel has freed up money to add another position. Holly is currently interviewing for a Curriculum Assistant.

On a first from Evan Davis and a second from Cindy Corpora, a motion for the library to open at noon on May 23rd to allow the staff to receive training in First Aid and CPR. Motion passed.

On a first from Nate Golub and a second from Evan Davis, a motion to approve the *Internet and Computer Usage and Privacy* policy. Holly said the policy includes language making a patron financially responsible should something happen to a computer while they're using it, i.e. downloading malware. Motion passed.

On a first from Becky Bartlett and a second from Jarred Bedoya, a motion to approve the *Signage Policy*. Under this new policy, all signage posted must be approved first by Library staff. Motion passed.

Holly reported that the abatement process of removing asbestos in the basement is almost completed and that Nazareth Borough paid for it. However, Brenda discovered some missing sections in the back storage room. There is a bid of \$4,450 to remove it. Chris Crook said he assumes the Borough will pay for this as well.

Holly said that she has \$500,000 for HVAC work and can fully fund the boiler replacement. As for additional renovations for the basement, she has a meeting scheduled with potential donors including Martin Guitar and the Easton Kiwanis Club. Keith and Becky will attend the meeting with the Kiwanis on May 2nd. She has also submitted a COVID-19 grant to complete the other work.

Learning Minutes: Steph Boozer presented the Collections and Development Policy.

Steph has been looking at using data to track acquisitions, finding the titles most relevant to patrons, and using software to see which materials are circulating. Recently, there's been a big increase in books being challenged and this data will help in responding to any challenges.

Holly said there are over 60,000 items in our collection. Evan Davis asked about a process to weed out items and Holly told him one hasn't been put in place yet and also that the library is overdue for an inventory.

The Annual Report is ready and at the printer.

Board Business:

Brenda Reinhart spoke to the board about the HVAC work saying she wants to remove the radiators in the Children's area to free up space for books. Joe Powell is concerned about multi-prime bidding issues. The advertisement for the bid must come from Nazareth Borough Council and also has to be approved by the State. Hopefully, the Council will take the vote in June.

A professional manager may be needed for the project which will increase the price by as much as 25%. The HVAC work has to be finished within 18 months from April 1, 2024, to comply with the grant.

Underserved Veterans: Christopher Crook

Chris revisited an issue that came up at the March meeting about extending services to veterans who do not live in one of the Library's municipalities. Becky Bartlett asked Holly if this would be in line with the MLNV mission statement. Answer: Yes. Chris proposed that we open services to a total of ten families who, to be eligible, must live in either Plainfield Township, Stockertown or Tatamy. Chris suggested we take this proposal to the municipalities first to make

sure they don't have any objections. Jarred recommended limiting the offer to those who have completed 6 years of service or served on Active Duty and received an Honorable Discharge. Nate recommended that there be an annual renewal for these patrons. Holly said she will draft something for the next meeting.

Pet Parade Fundraiser: Jarred Bedoya

The parade will be held on May 18th. Thirty-six pets are already registered. Eighteen sponsors have already signed on for a total of \$6,400. The event needs more volunteers.

Holly said that she and Jill need to start focusing on Touch-a-Truck. She also expressed appreciation for the support she has been receiving from the Board.

Motions:

On a first from Becky Bartlett and a second from Cindy Corpora, a motion to approve a Resolution in recognition of Catherine Stewart's 44 years of service to MLNV. She started working for the Library in October 1980. Motion passed.

On a first from Cindy Corpora and a second from Evan Davis—The library board approves the commencement of a capital improvements project to replace the HVAC systems in the historic portion of the building. Motion passed.

On a first from Jarred Bedoya and a second from Nate Golub – The library board, with the support and assistance of the Nazareth Borough's Public Property Committee, elects to install air handling units with hot water and chilled coils as the solution to the replacement of the existing heat system located in the historic portion of the library. Motion passed.

On a first from Cindy Corpora and a second from Evan Davis – The library board elects to hire Entech Engineering Ind (201 Penn Street, PO Box 32, Reading, PA 19603-0032) to proceed with Phase I and Phase II (\$49,200) Schematic Design and Cost Estimate for the Heating System project. Motion passed.

On a first from Evan Davis and a second from Cindy Corpora, a motion to adjourn.

The meeting adjourned at 7:50 p.m.

Respectfully submitted: Becky Bartlett