

**MINUTES OF THE PARKLAND COMMUNITY LIBRARY
BOARD OF DIRECTORS EMERGENCY MEETING**

February 13, 2020, at 11:30 a.m. at Parkland Community Library

Present: Barry Cohen, Lynne Harakal, Bob Bold, Kathy Osmond, Lisa Luciano, Bob Fager (by phone), Lynn Feldman (by phone) Carrie Nedick (by phone), Debbie Jack, Executive Director and Kim Wagner, staff.

Guests: Tony Ganguzza (Boyle Construction), James Schultz (Boyle Construction), Glenn Dorney (Chief of SWT Police), Steve Carr and Renee Bickel of SWT.

PRESIDING: Barry Cohen

CALL TO ORDER: 11:35 a.m.

Barry Cohen addressed all present and stated the reason for the meeting was due to public safety conditions and concerns related to the construction activity on the SWT campus.

Tony Ganguzza began by stating that the construction on the South Whitehall Township side of the project had begun 2 weeks prior. The township site has been fenced and the public is continuing to enter the site even with additional fencing. If the library can close it would be in the best interest of safety and will allow Boyle Construction to encapsulate the entire site. The traffic of the library was underestimated when the construction plan was created.

Police Chief Dorney said that his officers have witnessed members of the community entering the site and putting themselves, their children, and the construction workers in danger. He stated that their primary concern is public safety.

Barry Cohen thanked all from Boyle Construction and South Whitehall Township for attending the meeting.

Debbie Jack spoke with the landlord of the ROMA Corporate Center, and the earliest the library can access the leased space would be March 15th. The library will try to reopen to the public around April 1st. In the meantime, staff working in the library can park at Zator Law Office. The library parking lot will not be open to staff. Debbie will work out logistics with Tony Ganguzza of getting a dumpster on-site. Patron holds and returns will be accommodated at the temporary SWT offices, and sites for programming will be sought.

Resolution by Bob Bold that the board take the necessary steps during this period of time to ensure the safety of the public. Lisa Luciano seconded the motion and it was unanimously approved.

The Board meeting adjourned at 12:08 p.m. on motion of Bob Bold.

Respectfully submitted,
Kathy Osmond, Acting Secretary

**MINUTES OF THE PARKLAND COMMUNITY LIBRARY
BOARD OF DIRECTORS SPECIAL MEETING**

February 4, 2020, at 6:00 p.m. at Parkland Community Library

Present: Barry Cohen, Nancy Holler, Bob Fager, Lynn Feldman, Bob Bold, Kathy Osmond, Lisa Luciano, Carrie Nedick (by phone), Debbie Jack, Executive Director and Kim Wagner, staff.

PRESIDING: Barry Cohen

CALL TO ORDER: 6:04 p.m.

RELOCATION:

Debbie Jack presented the Board with information regarding relocation plans for the library during the time it needs to be off campus for the South Whitehall Township renovations, as well as the library's expansion. Debbie shared the cost of relocating as well.

Bob Bold made a motion to approve the relocation costs not to exceed \$125,000. Bob Fager seconded the motion and the relocation costs not to exceed \$125,000 were unanimously approved.

The Board meeting adjourned at 6:12 p.m.

Respectfully submitted,
Lynn Feldman, Secretary

**MINUTES OF THE PARKLAND COMMUNITY LIBRARY
BOARD OF DIRECTORS MEETING**

February 27, 2020, at 7:00 p.m. at Springhouse Middle School

Present: Barry Cohen, Nancy Holler, Bob Fager, Lynn Feldman, Lynne Harakal, Kathy Osmond, Carrie Nedick, Bob Bold, Lisa Luciano, Debbie Jack, Executive Director and Kim Wagner, staff.

PRESIDING: Barry Cohen

CALL TO ORDER: 7:00 p.m.

NEW BUSINESS:

Introduction of Ryan Kinnon and Marianne Eisenhower of Neffs National Bank . They discussed financing of the expansion project, structure of a loan, and the various costs associated with a loan.

Next steps will be for the Finance Committee to meet and make recommendations to the Board regarding the financing of the project. Lisa Luciano will join the Finance Committee.

MOTION FOR MAY 2020 BOARD MEETING:

Bob Bold made a motion to reschedule the May 2020 Board meeting from May 28, 2020, to May 21, 2020. Bob Fager seconded the motion and the May 2020 Board meeting is rescheduled to May 21, 2020, and was unanimously approved.

EXPANSION PROJECT: Debbie Jack

Debbie passed out the project cost estimates prepared by Boyle Construction, Inc. The Board reviewed and discussed the hard and soft costs for the project. It was decided to run gas to the site for future use. If further questions, please email Debbie and she will convey to Tony Ganguzza of Boyle.

The Lease with South Whitehall Township was sent to the library's attorney for review.

The relocation plans were updated by Debbie.

MOTION FOR APPROVAL OF MINUTES:

Bob Fager made a motion to approve the January 23, 2020, minutes. Kathy Osmond seconded the motion, and the January 23, 2020, minutes were unanimously approved.

Bob Fager made a motion to approve the February 4, 2020, minutes. Kathy Osmond seconded the motion, and the February 4, 2020, minutes were unanimously approved.

Bob Fager made a motion to approve the February 13, 2020, minutes. Kathy Osmond seconded the motion, and the February 13, 2020, minutes were unanimously approved.

TREASURER'S REPORT: Bob Fager

Bob Bold made a motion to accept the January 2020 Financial Statement. Lynne Harakal seconded the motion and the January 2020 Financial Statement was unanimously accepted.

ACTION ITEMS: Debbie Jack

The library did not receive the Iron Pigs Grant.

The Board went into Executive Session at 8:06 p.m. to discuss personnel matters. The Board came out of Executive Session at 8:15 p.m.

The Board meeting adjourned at 8:16 p.m.

The next Board meeting will be held on March 26, 2020, at 1605 N. Cedar Crest Boulevard, Suite 302, Allentown, PA 18104.

Respectfully submitted,
Lynn Feldman, Secretary