

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

December 17, 2020, at 7:00 p.m. by Zoom Video Communications

In Attendance: Barry Cohen, Nancy Holler, Bob Fager, Lynn Feldman, Lynne Harakal, Kathy Osmond,  
Carrie Nedick, Lisa Luciano, Lisa Roth

Absent: None

Also Present: Debbie Jack, Executive Director and Kim Wagner, staff

**PRESIDING:** Barry Cohen

**CALL TO ORDER:** 7:02 p.m.

**MOTION FOR APPROVAL OF MINUTES:**

Nancy Holler made a motion to approve the November 19, 2020, minutes. Lisa Luciano seconded the motion and the November 19, 2020, minutes were unanimously approved.

**TREASURER'S REPORT:**

Bob Fager made a motion to accept the November 2020 Financial Statement. Lisa Roth seconded the motion and the November 2020 Financial Statement was unanimously accepted.

**NEW BUSINESS**

**HR COMMITTEE REPORT:** Debbie Jack

The library has the open position of Acquisitions Coordinator at 20 hours per week. The Board agreed that Debbie may post the position.

**CD MATURITY:**

The library has a CD at Neff's National Bank that came due. Lisa Luciano made a motion to open a new one-year CD at Neff's National Bank at current interest rates. Bob Fager seconded the motion and it was unanimously approved.

**CARES ACT GRANT:** Debbie Jack

In order to receive Cares Act grant funds through the State Library, all LCLC libraries must have policies in place. Kathy Osmond made a motion to adopt the following Parkland Community Library policies:

- a. Bid and Procurement Policy
- b. Mileage Reimbursement Policy
- c. Cash Management of a Grant

Carrie Nedick seconded the motion, and the above-mentioned policies were unanimously adopted.

**GRANTS:** Kathy Osmond

Kathy Osmond made the following motion: Excluding capital campaigns and construction grants, grant applications in behalf of the Parkland Community Library in the amount of \$5,000 and above shall be presented to the Board of Trustees for pre-approval, in addition to which the Board shall vote to accept funding received from all grant applications. Carrie Nedick seconded the motion and it was unanimously approved.

**EXECUTIVE DIRECTOR ORAL:** Debbie Jack

Debbie updated the Board on the expansion project.

Debbie also discussed building donations and naming opportunities as it relates to the project.

The Board meeting adjourned at 7:28 p.m. on motion of Bob Fager, seconded by Lynne Harakal.

The next Board meeting will be held on Thursday, January 28, 2021, at 7:00 p.m. by Zoom.

Respectfully submitted,  
Lynn Feldman, Secretary