

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

March 26, 2020, at 7:00 p.m. by Zoom Video Communications

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

**PRESIDING:** Barry Cohen

**CALL TO ORDER:** 7:06 p.m.

**NEW BUSINESS:**

**EXPANSION FINANCING:** Bob Fager

Bob Fager presented the Project Loan Comparison documentation that the Finance Committee met about and discussed. It was recommended by the Finance Committee that the library proceed with Neffs National Bank as the institution to finance the expansion project.

Bob Fager made a motion that the library approach Neffs National Bank for the project loan and continue the financing with Neffs National Bank. Nancy Holler seconded the motion and it was unanimously approved.

Debbie Jack will contact South Whitehall Township to check on status of the Lease.

Bob Fager made a motion to have Barry Cohen, President; Robert F. Fager, Jr., Treasurer; and Carol Lynne Harakal, Assistant Treasurer, as authorized signers on any loan documentation required by Neffs National Bank for the Parkland Community Library Expansion project, with 2 of the authorized signers required on any loan documentation required by Neffs National Bank. Kathy Osmond seconded the motion and it was unanimously approved. Lisa Luciano will review all loan documents prior to their execution by the library.

**CORONAVIRUS UPDATE:** Debbie Jack

Debbie updated the Board regarding the State mandated closure of libraries through at least April 6<sup>th</sup>. The library was in day 1 of a 2 week move from Walbert Avenue to the ROMA building location. This will continue once the library is allowed to reopen.

**EXPANSION:** Barry Cohen and Debbie Jack

CSI submitted a proposal for security and access control for the expansion project. Barry Cohen deferred this proposal until the next Board meeting in April. He would like Debbie to speak to Tony Ganguzza at Boyle regarding this proposal.

Debbie updated the Board on the expansion. She met with IWS in Upper Macungie Township regarding furniture for staff office areas, table and chairs for the new meeting rooms. James Keller, architect who laid out the library in the 2015 renovation, will be formulating a new layout for the current library space.

UGI gas line update is that it will be run by the South Whitehall Township site contractor to the library building under the township contract. The library will reimburse the township for the cost. There will be additional costs from UGI to run the pipe as well, which costs may have to be reimbursed.

**MOTION FOR APPROVAL OF MINUTES:**

Carrie Nedick made a motion to approve the February 27, 2020, minutes. Kathy Osmond seconded the motion, and the February 27, 2020, minutes were unanimously approved.

**TREASURER'S REPORT:** Bob Fager

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

In discussing the library's finances, Lynne Harakal stated that the library continue with the relocation to the ROMA building, complete the expansion project and staff move into the new expanded space before any new hires to the current staffing at the library. This was agreed upon by the Board members.

**ACTION ITEMS:** Debbie Jack

RACP Grant: Debbie will check on any upcoming deadlines or submissions regarding the project.

**COMMITTEE REPORTS:**

**FRIENDS' LIAISON:** Nancy Holler

The May Luncheon is still on.

The Scholarship program will continue.

Question as to whether they will have any book sales this summer.

The Board meeting adjourned at 8:05 p.m. on motion of Bob Fager, seconded by Nancy Holler.

The next Board meeting will be held on April 23, 2020, at 7:00 p.m. Venue to be determined.

Respectfully submitted,  
Lynn Feldman, Secretary