

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

May 28, 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, Bob Bold, Lisa Luciano, Tony Ganguzza of Boyle Construction, Rachel Wallis of Boyle Construction, Debbie Jack, Executive Director and Kim Wagner, staff.

**PRESIDING:** Barry Cohen

**CALL TO ORDER:** 7:04 p.m.

**NEW BUSINESS:**

**ACCEPTANCE OF BIDS:**

Tony Ganguzza stated that all documents submitted by the low bidders for each portion of the expansion project have been reviewed. Boyle Construction submitted Letters of Recommendation to the Board for each low bid. After bids are approved the Board, Letters of Intent will be prepared. Also, contracts will be prepared and sent to Debbie Jack for execution on behalf of the library. Thereafter, a Notice to Proceed will be issued for June 15, 2020.

Bob Bold made a motion to approve each of the low bids for the project, to Gordon H. Baver Contracting, Inc. as General Contractor; DeWalt Plumbing, Inc., Plumbing; Dual Temp Co., Inc., Mechanical; and Orlando Diefenderfer Electrical Contractors, Electrical. Lisa Luciano seconded the motion and it was unanimously approved.

Bob Bold made a motion to approve Debbie Jack, Executive Director, as the authorized signer for the four library contracts. Kathy Osmond seconded the motion and it was unanimously approved.

Tony Ganguzza stated that construction meetings will begin towards the end of June and be held every other week.

**LEASE:** Barry Cohen

Barry Cohen mentioned that there have been several meetings with South Whitehall Township. The proposed Lease submitted by the Township to the library was discussed. It was decided to table the Lease until Board concerns are addressed through the Library Solicitor.

**LOAN/LINE OF CREDIT:** Bob Fager

It will not be necessary for the library to obtain a loan at this time, but possibly a line of credit. The Finance Committee will discuss the line of credit option and bring back its recommendation to the Board.

**MOTION FOR APPROVAL OF MINUTES:**

Lynn Feldman made a motion to approve the April 23, 2020, minutes. Bob Fager seconded the motion, and the April 23, 2020, minutes were unanimously approved.

**TREASURER'S REPORT:** Bob Fager

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

**EXECUTIVE DIRECTOR ORAL:** Debbie Jack

The library will open on June 15, 2020, at the temporary location at 1605 N. Cedar Crest Boulevard, Suite 302. Staff will report on June 8, 2020.

On June 1, 2020, the library will add Bibliotheca, which is an iCloud platform for eBooks and audiobooks. There will be over 150,000 titles available to patrons.

On July 1, 2020, the library will add an app through Bibliotheca which will allow patrons to checkout materials right from their device.

There is a staff member that has resigned. Debbie has asked if she can replace this position with a new hire and the Board asked that she discuss with the HR Committee.

**COMMITTEE REPORTS:**

**HR:** Kathy Osmond

In July, 2020, the Board will look at and monitor the Strategic Plan to see how the library is meeting the goals that are set forth in the plan. Debbie will review and discuss with the Board.

Debbie Jack will update the Committee as to how she is meeting the goals as set forth in her yearly evaluation.

**NOMINATING:** Lynn Feldman

All committees will remain the same for the upcoming year. Lynn will give a full report at the June Board meeting.

**FRIENDS' LIAISON:** Nancy Holler

The Friends are having a meeting on June 4<sup>th</sup>, 2020, at 2:00 p.m. at Wehrs Dam/Covered Bridge Park pavilion.

There will be no book sales for the remainder of this year.

The Friends are investigating the possibility of donating some children's and YA books to a local food bank to give away with the food donations.

Debbie Jack mentioned that Carly Simon is now on the Board of the Friends.

The Board meeting adjourned at 8:30 p.m. on motion of Bob Bold, seconded by Bob Fager.

The next Board meeting will be held on June 25, 2020, at 7:00 p.m.

Respectfully submitted,  
Lynn Feldman, Secretary