NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
April 22, 2025, 7:00pm
MINUTES

I. Call to Order & Roll Call: The meeting was called to order by Dana Getz at 7:02 PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Karrie Lukin, Sarah Poweska, Casey Sample, Mike Smith, and Kylie Seyler. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Nick Giorgetti, and Maribeth Thomas.

II. Comments from the Public: None

III. President's Report: Dana Getz: The New Northland Project is progressing; exterior windows have been installed, and the café is moving forward! Looking forward to celebrating the library at the Garden Gala this weekend.

IV. New Business:

a. **Board Member Qualifications and Responsibilities – Revision (VOTE) – Irene Caliendo:** Sample noted correction under Other Qualifications/Requirements #3, remove "pending solicitor review." Motion to accept the Board Member Qualifications and Responsibilities with the correction, duly made by Casey Sample and unanimously carried.
b. **Northland Sign – update:** The Foundation will purchase the exterior signs and gift them to the library. Yon is working with the signage company on designs. Getz thanked McKinley and Yon for their work on the project.

V. New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch: Signed a lease for the café space with Commonplace Coffee. Commonplace Coffee has been onsite for a walkthrough and plans for signage are in the works. Staff are working on finalizing the furniture order and landscaping plans. A grant reimbursement has been received, and another grant reimbursement request has been submitted, pending final reports.

a. **Sprinkler System update:** Working with COSTARS vendors for the pump, waiting on a quote for the pump. Pumps are custom built for each location, but prep-work for the pump can progress while it is being built.

VI. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** Commonplace Coffee partnership was announced on April 16 and was featured in articles in the Post Gazette and the Tribune Review. The April Fools social media post about starting a "Cat Lending Library" was the highest generating social post in the last 3-4 years. Annual Report is in its final draft. Design is taking a storytelling or impact report style with statistics included throughout. Steele thanked Yon and his team for their hard work on this project as it is a major undertaking during this time of year.

b. **Departmental Updates – Kelley Moten:** Spring Book Sale is May 2-4. Tickets are still available for the Preview Sale. There are over 500 boxes of books for the Book Sale. The Adult Services Department is being responsive and listening to the needs of patrons. Planning to break out romance books from the fiction collection. Adult programming has been pulled back due to space constraints around construction. More popular programs are being offered virtually or as a hybrid program during this time. New mobile printing app, ePRINTit, will be available by this summer.
c. **Foundation – Alexis McKinley, Maribeth Thomas:** Dine to Donate event at Millie's (Wexford) was a success and featured guest scoopers, balloon art, and Norbert the Owl. Garden Gala is this weekend; 293 tickets have been sold. There will be a grant check presentation for the COVID-19 ARPA Pennsylvania Multi-Purpose Community Facilities Program Grant with our elected officials. There are a few new food vendors including bakeries and a local brewery. Press promotions for the Gala included appearing on a *YaJagoff Podcast* episode and a segment on Pittsburgh Today Live. Paver order is being finalized, close to 300 pavers.
d. **Junior Board Member Report – Kylie Seyler:** Meeting with our Teen Librarian this week to discuss teen resources.
e. **Other:** None

VII. Board Education:

a. **Duties of Care Loyalty & Obedience – Amy Steele:** Steele presented an overview of Duties of Care, Loyalty, and Obedience for nonprofit boards.

VIII. Unfinished Business: None

IX. Legal Matters: Working with solicitors on the exterior staircase matter.

X. Consent Agenda (VOTE):

a. **Minutes**
    i. **March 25, 2025 Board Meeting:** Motion to approve the March 25, 2025 minutes, duly made by Sarah Poweska and carried with 6 votes in favor and 1 abstention (Caliendo).
    ii. **April 10, 2025 Special Meeting:** Motion to approve the minutes of the April 10, 2025 Special Meeting, duly made by Irene Caliendo and unanimously carried.
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the Treasurer's Report and Directors Report, duly made by Tom Kosmala and unanimously carried.

XI. Committee and Other Reports:

i. **Policy & Planning Committee:** Focused determining a good approach for the strategic plan and how to organize it.
ii. **Building & Grounds Committee:** See above.

XII. **Board Comments:** Caliendo encouraged sharing highlights of your favorite parts of the Annual Report with elected officials and the municipalities.

XIII. **Comments from the Public:** None

XIV. **Adjournment:** Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 8:33 PM.

Respectfully submitted,

Sarah Poweska
Secretary