# NORTHLAND PUBLIC LIBRARY AUTHORITY
# BOARD MEETING – Held in person and virtually, using Microsoft Teams
# February 25, 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, Casey Sample, Mike Smith, and Kylie Seyler. Excused: Sarah Poweska. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Gilda Arroyo, Nick Giorgetti, Jennefer Bartholomew, Alisa Paul, Lauren Young, and TJ Fairchild.

**II.** **Announcement of Executive Session:** An executive session was held immediately preceding this meeting at 6:30 p.m. to discuss lease of real estate and to receive legal advice.

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

**IV.** **President's Report: Dana Getz:** Good time to reflect on Northland's mission statement "Northland Public Library enables, empowers and encourages lifelong learning and discovery in a safe, welcoming space for all." All agenda items contribute to serving our mission.

**V.** **New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:** Brought in a volunteer consultant, Bill Kirk, to help navigate and solve the sprinkler system issue.

- **a. Café Vendor Selection (VOTE) – Dana Getz, Amy Steele:** Motion to select Commonplace Coffee as the library's café vendor with definite terms to be released at a later date following the execution of a lease agreement between Northland Library and Commonplace, duly made by Irene Caliendo and unanimously carried. Caliendo remarked that this has been over a year in the making and was a well vetted and extensive process. Commonplace Coffee's CEO Alisa Paul, VP of Operations and Marketing Lauren Young, and Co-Founder TJ Fairchild thanked the Board for the opportunity. Fairchild remarked that Commonplace is honored and excited to work with an organization that's values and vision align closely with their own.
- **b. ADA Restroom –**
  - **i. R3A ADA Restroom Design Proposal (VOTE) – Amy Steele/Bob Lukitsch:** Motion to accept the R3A proposal for the design and project work for a total of $29,892.94, duly made by Karrie Lukin and unanimously carried.
  - **ii. Not to exceed budget approval (VOTE) – Amy Steele/Bob Lukitsch:** Motion to approve a budget not to exceed $150,000 for the ADA restroom including the universal changing table and the R3A cost and other items as needed, duly made by Irene Caliendo and unanimously carried.

iii. **Universal Changing Table + Height adjustable sink (VOTE) – Amy Steele:** Motion to approve the universal changing table purchase and the purchase of the height adjustable sink, duly made by Mike Smith and unanimously carried.

**VI. New Business**:

a. **Annual Northland statistics presentation – Kelley Moten:** Moton presented on 2024 Northland statistics. Northland circulated 56% more physical items than CLP Main in 2024. 38% of our service population has a current library card. Program attendance has increased over the last three years. Over 90% of Northland collections went out in 2024 including Board Games, Science Fiction/Fantasy books, and DVDs from the Adult collection and graphic novels, picture books, and Wonderbooks from the Children's collection. Approximately 140 reference questions were answered per day.

b. **Business Integrity Policy (VOTE) – Amy Steele:** Required due to recent grant. Motion to approve the Business Integrity Policy, duly made by Tom Kosmala and unanimously carried.

c. **Equal Opportunity Public Policy (VOTE) – Amy Steele:** Required due to recent grant. Motion to approve the Equal Opportunity Public Policy, duly made by Mike Smith and unanimously carried.

d. **Auditor (VOTE) – Bob Lukitsch:** Long Term auditor, Mark Turnley, decided not to continue the arrangement to provide audit and tax services to Northland. Motion to accept the proposal from McCall Scanlon & Tice to perform the 2024-2026 audits for the Authority, duly made by Irene Caliendo and unanimously carried.

e. **Appointment of John Schwend, Town of McCandless Manager as municipal representative to the NPLA Finance Committee for 2025:** Motion to appoint John Schwend, Town of McCandless Manager, as municipal representative to the NPLA Finance Committee for 2025, duly made by Mike and unanimously carried.

f. **Public Comment Rules and Regulations – Revision (VOTE) – Amy Steele:** Motion to adopt the revised Public Comment Rules and Regulations, duly made by Tom Kosmala and unanimously carried.

g. **NPL Foundation: Year in Review – Alexis McKinley:** McKinley gave a presentation about the NPL Foundation's fundraising activities for 2024. 2024 Garden Gala had a record profit of $51,000. Love Your Library campaign included the Murder Mystery fundraisers, the Children's Gala, and food fundraisers. New Northland Engraved Paver Fundraiser raised over $50,000. Additional appeals included the Dine to Donate at Millie's Wexford, Memorial & Honor Giving, Holiday Gifts for Book Lovers, and more. Awarded the first recipient of the Willa Neil Librarian Scholarship.

**VII. Communications:**

a. **Library Marketing & Communications – Nicholas Yon:** Tax Information page is live. Design template for the Children and Teen Services summer reading program is in production. The County Library App update will go live this week. Yon has been editing the customizable sections for Northland. The update will feature an enhanced user experience, improved catalog searches, and connect to our events calendar.

b. **Departmental Updates – Kelley Moten:** None.
c. **Foundation – Alexis McKinley, Jennefer Bartholomew:** There are only 15 VIP tickets for the Garden Gala left! Working diligently on the Gala.
d. **Junior Board Member Report – Kylie Seyler:** Seyler discussed the disproportionate size of the North Allegheny Senior High School library to the size of the student body. There are times when the school library will be closed because of research classes. Seyler believes a Northland resource list for librarians and students could be beneficial.
e. **Other**
    i. **Cambria County Library – Amy Steele:** Cambria County Library is embarking on an addition and came to tour Northland. They sent Steele a thank you note.

**VIII. Board Education:**

a. **Document/File Disposition Policy – Kelley Moten:** Moten reviewed the Document/File Disposition Policy with the board.

**IX. Unfinished Business:** None.

**X. Legal Matters:** None.

**XI. Consent Agenda (VOTE):**

a. **Minutes**
    i. **January 28, 2025 Board Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report:** Incident Report total updated.

Motion to approve the consent agenda with the correction to the Executive Director Report, duly made by Irene Caliendo and unanimously carried.

**XII. Committee and Other Reports:**

i. **Governance Committee:** Working on upcoming Board Workshop. NPLA Board Member Qualifications and Responsibilities revision was pushed to the March meeting.
ii. **Building & Grounds Committee:** See above.

**XIII. Board Comments:** Town of McCandless's policy for appointing Committee and Authority Board members is being revised. May need a special meeting to review and approve the lease for Commonplace Coffee.

**XIV. Adjournment:** Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 9:08 PM.

**Respectfully submitted,**

**Casey Sample**
**Board Member**