NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
January 28, 2025, 7:00pm
MINUTES

I. **Call to Order & Roll Call:** The meeting was called to order by Irene Caliendo at 7:06 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, Gilda Arroyo, Nick Giorgetti, Tony Dills, and Megan Friedlund.

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

III. **President's Report: Irene Caliendo:** Thanked not only the Board, but also the Staff, for all their hard work in 2024.

IV. **New Business:**

- **a. Reorganization**
  - **i. Officers - to be run by Solicitor Gilda Arroyo:** Arroyo took over the Chair. In accordance with Robert's Rules of Order, the following officers were nominated and elected.
    1. **President (VOTE):** A nomination was made by Irene Caliendo to elect Dana Getz as President. There were no other nominations. Motion to close the nominations for President of the Northland Public Library Authority Board, duly made by Tom Kosmala. Motion to elect, unanimously carried. Dana Getz accepted.
    2. **Vice President (VOTE):** A nomination was made by Dana Getz to elect Mike Smith as Vice President. There were no other nominations. Motion to close the nominations for Vice President of the Northland Public Library Authority Board, duly made by Tom Kosmala. Motion to elect, unanimously carried. Mike Smith accepted.
    3. **Secretary (VOTE):** A nomination was made by Irene Caliendo to elect Sarah Poweska as Secretary. There were no other nominations. Motion to close the nominations for Secretary of the Northland Public Library Authority Board, duly made by Mike Smith. Motion to elect, unanimously carried. Sarah Poweska accepted.
    4. **Treasurer (VOTE):** A nomination was made by Tom Kosmala to elect Karrie Lukin as Treasurer. There were no other nominations. Motion to close the nominations for Treasurer of the Northland Public Library Authority Board, duly made by Dana Getz. Motion to elect, unanimously carried. Karrie Lukin accepted.
  - **ii. Committees**

1. **Building & Grounds – Already approved continuing all members and chair for 2025 due to ongoing construction project during Dec. 3, 2024 meeting.** Chair: Tom Kosmala.
2. **Finance**
    a. **Board members:** Tom Kosmala
    b. **Continuing staff members: Bob Lukitsch, Amy Steele, New Staff member Susan Claus (CATS Department Manager), Municipal Representative - TBD**
    c. **Chair:** Karrie Lukin
3. **Governance**
    a. **Board members:** Irene Caliendo, Mike Smith
    b. **Continuing staff members: Amy Steele, Andrea Georgic. New Staff member Jayme Kostandinu, (Circulation Department Manager)**
    c. **Chair:** Casey Sample
4. **Personnel**
    a. **Board Members:** Sarah Poweska and Casey Sample
    b. **Continuing staff members: Alexis McKinley, Ellen DiMartini, Rebecca Munoz, Annemarie Lamperski, Amy Steele. Also includes Sherry Murray, Deputy Solicitor for HR.**
    c. **Chair:** Irene Caliendo
5. **Policy & Planning:**
    a. **Board Members:** Sarah Poweska, Karrie Lukin
    b. **Continuing members of the public: Jack Murtagh. Continuing Staff members: Kelley Moten, Adrianne Krings, Amy Steele.**
    c. **Chair:** Michael Smith
6. **ACLA Representative for General Membership meetings on Thursday March 27, Tuesday, June 24 (conflict with NPLA Board meeting) and Wednesday, October 29:**
    a. **Representative:** Casey Sample
    b. **Alternate:** As Needed

(VOTE) To approve slate for all committees plus ACLA representative: Getz took over the Chair. The 2025 Committee participants are listed above. Motion to approve the Committee and the ACLA Representative appointments, duly made by Mike Smith and unanimously carried.

b. **Borrowing Policies (VOTE) – Kelley Moten:** Motion to approve the changes to the Borrowing Policy, duly made by Irene Caliendo and unanimously carried.
c. **Computer and Internet Use Policy (VOTE) – Kelley Moten:** Motion to approve the Computer and Internet Use Policy changes, duly made by Mike Smith and unanimously carried.
d. **Tutor Policy (VOTE) – Kelley Moten:** Motion to approve the changes to the Tutor Room policy, duly made by Karrie Lukin and unanimously carried.

V. **New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:** Upper Level has the new cement floor. Tile flooring upstairs and downstairs is almost all removed. New flooring should be installed upstairs by the end of February. Slight delay in framing the new addition. Arroyo and the Board recognized Steele and Lukitsch for their dedication and hours worked towards the construction project.

a. **Budget update – Amy Steele/Bob Lukitsch:** Design work issues are resulting in some change orders, including a structural change with additional steel needed.
b. **Café RFP update – Dana Getz, Amy Steele:** Received seven proposals for the Café space! Proposals from local vendors included Convive Coffee, Urban Trail Coffee Co., Common Place Coffee, Rockin' Cat Organic Coffee & Tea, Coffee Au Lait, Ruckus Café, and one national vendor, Legacy Hospitality and Entertainment Group. The Café subcommittee is reviewing the RFPs. Plan is to have the selection and lease prepared by March meeting.
c. **Restroom update – Amy Steele:** Steele, along with staff and community members whose families may use the accessible restroom, met with architects. Design changes to the layout of the restroom were made based on their feedback. Considering sensory friendly lighting and materials, will depend on the costs and practicality.

VI. **Communications:**

a. **Library Marketing & Communications – Nicholas Yon:** In conjunction with the Northland's Morale Committee, the FUNdation, MarCom is featuring Northland Staff "Stars of the Week" on social media. Been receiving positive responses and lots of engagement on social media. Allegheny County Library App is being re-vamped to make it more inclusive and engaging. Will be able to customize design elements and allow for customizable alerts, like weather closure announcements.
b. **Departmental Updates – Kelley Moten:** Moten shared a presentation created by the Circulation Supervisors for their last Shelver Meeting. Northland surpassed one million physical items circulated in 2024. Shelvers pulled 92,941 items on the Paging list in 2024, an average of 255 items per day. Shelver staff cleaned up 39,498 items around the library in 2024!
c. **Foundation – Alexis McKinley:** Foundation Board, now comprised of 10 members, reorganized their officers at their January meeting. Gifts for Book Lovers was a great fundraiser and brought in many new donors. Year-End Appeal profited $54,000! Sold 272 pavers for the New Northland Fundraiser. Next up is the Garden Gala "Down the Rabbit Hole" fundraiser on April 26 which will be *Alice in Wonderland* themed. Will have a Strolling Magician, photo booth, and music from Tom Kosmala. The Board thanked McKinley for all her work increasing fundraising for the library.
d. **Junior Board Member Report – Kylie:** None.
e. **Municipal:** Town of McCandless asked to post a Department of Environmental Protection (DEP) to our Community Board indefinitely. Fire Marshall directed patrons to Northland during the extremely cold weather days. Steele thanked the Town of McCandless for including Northland in their salt and snow plowing route for a single day when Northland needed

help due to our snowplow contractor running out of salt. Ross Township has a new Commissioner in Ward 6, John Kettering. The Town of McCandless has a new Code Enforcement Officer, Zachary Paris.

VII. Board Education:

a. **Board requirements for committee reports at meetings – Irene Caliendo:** Caliendo gave a refresher on Board Committees Chairperson responsibilities and expectations. The Board Workshop date is slated to be March 1or March 22. Working to find an appropriate location.

VIII. Unfinished Business: None.

IX. Legal Matters: None.

X. Consent Agenda: (VOTE)

a. **Minutes**
    i. **December 3, 2024 Board Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the consent agenda, duly made by Irene Caliendo and unanimously carried.

XI. Committee and Other Reports:

i. **Policy & Planning Committee:** Committee reviewed policies approved above. Latest grant requires Northland to have a Business Integrity Policy, which is in development and will be presented at the next meeting.
ii. **Building & Grounds Committee:** See above for project updates. New Inspector recommended investments to our fire suppression system. The inspection report recommends waiting until construction is finished before implementing most upgrades in order to determine what is actually needed. Report will be reviewed with the McCandless Fire Marshall.

XII. Board Comments: Current Board Portal platform will be migrated to a SharePoint site, which is free under our licensing with Microsoft. Smith volunteered to preview the new site to provide feedback.

XIII. Adjournment: Motion to adjourn duly made by Sarah Poweska and unanimously carried. The meeting adjourned at 8:54 PM.

Respectfully submitted,

Casey Sample
Board Member