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

I. **Call to Order & Roll Call**: The meeting was called to order by Dana Getz at 7:11 PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Mike Smith, and Kylie Seyler. Excused: Karrie Lukin, Sarah Poweska, and Casey Sample. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nick Giorgetti, Don Huber, and Donna Rau.

II. **An Executive Session was held on July 2, 2025 to discuss a personnel matter.**

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

IV. **President's Report: Dana Getz:** Getz thanked Seyler for her contribution to the Authority Board as the Junior Board Member for the 2024-2025 School Year. Closing in on the end of renovation.

V. **New Business:**

a. **Draft 2026 Budget Review – Bob Lukitsch/Amy Steele:** Steele and Lukitsch presented the draft budget. The draft budget was reviewed by the Finance Committee at their July meeting. Expecting mostly flat funding from the State and RAD. Requesting a higher percentage increase for supporting municipals contributions compared to last year.

b. **Transfer to Capital Account – (VOTE) $702,531 Bob Lukitsch, Amy Steele:**
   i. **2023 Depreciation (not transferred in 2024, including interest) - $149,742**
   ii. **RAD 2023 One-time Grant to Libraries - $206,000**
   iii. **ERTC Receipts - $346,789**

   Motion to transfer $702,531 to the Capital Account, duly made by Irene Caliendo and unanimously carried.

c. **2026 Meeting Schedule Revised – (VOTE) Amy Steele:** Motion to change the 2026 Meeting Schedule as revised, changing dates for the Governance and Finance Committees, duly made by Irene Caliendo and unanimously carried.

VI. **New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:**

a. **Schedule update**: Cement for new exterior steps has been poured. Limestone blocks for landscaping have arrived. Pavers should be shipped next week. Wood flooring and partial flooring continues to be installed on the lower level. Shelving has been installed in the Teen space and behind the Circulation Desk. Digital displays to be ordered. Used generator will be

delivered this week. Fire pump has not arrived yet but should arrive by the end of the month. Issue with wooden valance over Circulation Desk.

VII. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** Rau provided the update on behalf of Nicholas Yon. The new Northland exterior sign and other wayfinding signs are in production. Should be installed by end of August. MarCom has been busy preparing all the publicity materials for the Children's Gala, Northland Mystery fundraisers, and Fall Booksale. Website redesign project continues. Northland will be at the Marshall Township Community Day and McCandless National Night Out in August.
b. **Departmental Updates – Kelley Moten:** The FUNdation Committee has sponsored a Star of the Week program this year celebrating three staff members on the first and third weeks of a month. Staff vacancy trickle effect mixed with student departures and various staff losses have had an effect on staff. Moten presented a mid-year statistic comparison. Numbers are slightly down in comparison to last year, but that's to be expected because of the construction. Preschool programs are above last year's mid-year numbers. Children's Summer Reading participation is up 188% compared to last year!
c. **Foundation – Don Huber:** Children's Gala is Saturday, September 20. Sold 90 tickets in the first 48 hours after the tickets went on sale. Planning ribbon cutting. Murder Sets Sail: A Northland Mystery Fundraiser tickets go on sale August 1.
d. **Junior Board Member Report – Kylie Seyler:** Seyler thanked the Board for the opportunity to serve on the Board this year as the Junior Board member. Getz, on behalf of the Board, presented Seyler with a certificate and Northland umbrella.
e. **Other –** None.

VIII. Board Education:

a. **Balance sheet:** Lukitsch went over a balance sheet discussing assets and liabilities and equity.

IX. Unfinished Business: None.

X. Legal Matters: None.

XI. Consent Agenda (VOTE):

a. **Minutes**
    i. **June 24, 2025 Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the consent agenda, duly made by Mike Smith and unanimously carried.

XII. Committee and Other Reports:

i. **Finance Committee:** See above.

ii. **Policy & Planning Committee:** Primarily focused on Strategic Planning. Reviewed internal survey results.
iii. **Building & Grounds Committee:** See above. Dealing with some condensation issues.

XIII. Board Comments: Sarah Poweska is in Iceland and is planning to visit Bókasafn Vestmannaeyja, our Icelandic library pen pals.

XIV. Comments from the Public: None.

XV. Adjournment: Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 9:03 PM.

Respectfully submitted,

Tom Kosmala
Board Member