NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
June 24, 2025, 7:00pm
MINUTES

I. Call to Order & Roll Call: The meeting was called to order by Dana Getz at 7:01PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Karrie Lukin, Sarah Poweska, Casey Sample, and Kylie Seyler. Excused: Michael Smith. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Nick Giorgetti, Jennefer Bartholomew.

II. Comments from the Public: None.

III. President's Report: Dana Getz: Getz shared a quote about the joys of reading during the summer:

> "The library in summer is the most wonderful thing because there you get books on any subject and read them each for only as long as they hold your interest, abandoning any that don't, halfway or a quarter of the way through if you like, and store up all that knowledge in the happy corners of your mind for your own self and not to show off how much you know or spit it back at your teacher on a test paper." — Polly Horvath, *My One Hundred Adventures*

IV. New Business:

a. **Capital Fund and Operating Reserve –Bob Lukitsch:**
   i. **Operating Reserve amount for 2025 (VOTE) - $499,784:** Motion to change the Operating Reserve amount for 2025 to $499,784, duly made by Irene Caliendo and unanimously carried.
   ii. **Transfer to Capital Fund (VOTE) - $208,049**
      1. **2024 Depreciation - $106,531**
      2. **Interest - $101,518**

   Motion to transfer funds to the capital funds in the amount of $208,049, duly made by Tom Kosmala and unanimously carried.

b. **2026 Meeting Schedule – Amy Steele:** Motion to approve the 2026 meeting schedule, duly made by Casey Sample and unanimously carried.

c. **Naming Rights – Lower Lobby bench Amy Steele/Alexis McKinley:** Motion to approve the naming rights for the lower lobby bench, duly made by Karrie Lukin and unanimously carried.

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

a. **Sprinkler System update – review of costs:** Fire pump has been ordered. Vendor is working to get it here as soon as possible. The original generator was sized for the jockey pump instead of the fire pump. The engineers and building inspector are working to clarify what size generator needs to be ordered. The lead time to an order of any size generator is about twelve weeks. Investigating other options including inquiring about borrowing a

generator from one of our municipalities or possibly buying a used generator. Generator will be run on natural gas and a gas line will need to be installed. Installing the gas line now will help reduce future costs for a full-building generator.

b. **Schedule update:** The plumbing issue and external stairs have delayed the schedule. The concrete company is behind schedule due to prior commitments and rain delays on other projects. The repairs, demolition, construction and re-pour should take about 6 weeks. Most of the lighting is in, but a few pieces have been delayed. The special acoustic ceiling tiles were sent in the wrong color. The supplier has offered to paint the tiles. Furniture delivery has been delayed. Flooring installation will start on the upper level next week and work their way to the lower level. General Conditions costs will be incurred to extend the original rental period for fencing and other equipment.

VI. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** This weekend there are two community outreach events, the Ross Township Independence Day Parade and the Franklin Park Community Day. Website redesign is underway. Will be templated throughout the county but will allow for some customization. Estimating a launch in late 2025 or in early 2026. Planning a ribbon cutting event in September that will be very similar to the groundbreaking event. An open house event for the public is also being planned and will include a scavenger hunt. Entrance sign project permits have been achieved and working on a fabrication schedule. Yon thanked Dr. Brendan Hyland and the North Allegheny School Board for their partnership and assistance with this project.

b. **Departmental Updates – Kelley Moten:** Adult Services librarian, Lisa Akenhead, will start as the new Circulation Manager on July 1. Project Romance will happen this Sunday. Romance books will be relocated into their own section between the Fiction and Mystery books. Moten informed the Board of available resources including Training Magazine Network Homelessness Training, and various databases through the county eLibrary.

c. **Foundation – Alexis McKinley, Jennefer Bartholomew:** This year will be the 10th anniversary of Love your Library (LYL) month! LYL flyer is being redesigned. Adult Services librarian, Kati Coleman, is working on a new Murder Mystery Fundraiser. It will be on Friday, September 5 and Saturday, September 6, and tickets will go on sale August 1. The Children's Gala will be on Saturday, September 20, and tickets will go on sale July 15. The Book Sale is the following weekend, September 25-27. The 200th wish was granted from the Wish Tree!

d. **Junior Board Member Report – Kylie Seyler:** Seyler graduated from North Allegheny.

e. **Other:** None.

VII. Board Education:

a. **None – Any requests:** Caliendo suggested ideas including reviewing the municipality agreement, an advocacy workshop, and reviewing the MOU with the Foundation and how the stiped is calculated.

VIII. Unfinished Business: None.

IX. Legal Matters: Solicitor, Gilda Arroyo, is following up with the architects' insurance company regarding compensation for the exterior stairs.

X. Consent Agenda (VOTE):

a. **Minutes**
    i. **May 27, 2025 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. **Finance Committee:** Budget planning is underway. Deputy Solicitor, Sherry Murray, is conducting the triennial salary grade review.
ii. **Building & Grounds Committee:** See above.

XII. Board Comments: The Marshall Township Manager, Julie Bastianini, has resigned and will become the Borough Manager of Fox Chapel. Attempting to finalize the Keystone Grant as quickly as possible since Bastianini and Marshall Township were the sponsors for the grant. Franklin Park Borough Manager, Regis Ebner, will be stepping down and will become their Financial Director/Treasurer/Assistant Borough Manager. Kosmala has decided to resign from the Authority Board at the end of this year. Steele thanked Kosmala for all he has done and his many years of service. Bradford Woods is advertising the position. Poweska thanked the library for participating in the Ross Pride Celebration on June 8. Lukin will be unable to attend the July Board meeting.

XIII. Comments from the Public: None.

XIV. Adjournment: Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 8:12PM.

Respectfully submitted,

Sarah Poweska
Secretary