NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
August 26, 2025, 7:00pm
MINUTES

I. Call to Order & Roll Call: The meeting was called to order by Dana Getz at 7:03 PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Karrie Lukin, Sarah Poweska, Casey Sample, and Mike Smith. Excused: Kylie Seyler. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Mike Lamb, Sherry Murray, and Jason Singer.

II. Executive Sessions were held on August 4 at 2:00 p.m. and August 19 at 7:00 p.m. to discuss personnel matters.

III. Comments from the Public: None.

IV. President's Report: Dana Getz: Getting closer to the end of the project. The Board will be donating a bench for the lower-level lobby with a dedication plaque to recognize the exceptional work of Steele and Lukitsch.

V. New Business:

a. **Triennial Salary Study – Sherry Murray:** Murray presented an overview of her Salary Study. This is the third time this study has been completed. Across the board, all positions need about a 10% increase. Recommending a few salary grade adjustments. Sample thanked Murray for her work on the project throughout the years. Caliendo noted that Murray presented at the Personal Committee meeting and a lively and thoughtful discussion was had about the study.

b. **Salary Schedule – Amy Steele:** Motion to accept the proposed Salary Schedule, duly made by Casey Sample and unanimously carried.

c. **Junior Board Member – Amy Steele/Kelley Moten:** Motion to appoint Varshini Senthilkumar as the Junior Board Member for 2026, duly made by Irene Caliendo and unanimously carried.

d. **Insurance Renewal – (VOTE) $24,761.60 Bob Lukitsch:** Motion to approve OVD Insurance for 2026, duly made by Casey Sample and unanimously carried.

e. **Draft 2026 Budget Review – Bob Lukitsch/Amy Steele:** Steele and Lukitsch presented the draft budget to representatives from all supporting municipalities this afternoon. The presentation was well received and the 2026 budget will be on the agenda for September Board meeting.

f. **Change order Approval – Bob Lukitsch/Amy Steele:**

   i. **FMS – Approve FMS RFCO #25 & #26 Total: $44,251.06**

      1. **RFCO #25 General Conditions: $22,483.03**
      2. **RFCO #26 General Conditions: $21,768.03**

   Motion to approve FMS RFCO #25 and #26 totaling $44,251.06, duly made by Mike Smith and unanimously carried.

ii. **Contingency Budget - (VOTE) Increase contingency allowance by $50,000:** Motion to increase the contingency allowance by $50,000, duly made by Irene Caliendo and unanimously carried.

g. **ADA Restroom – Update**
   i. **Design Work – Accept design work for ADA Restroom through Keystone Purchasing Network/Gordian Group/Clark Contracting/R3A $30,605.19:** Motion to accept the design work for ADA Restroom through Keystone Purchasing Network/Gordian Group/Clark Contracting/R3A for the amount of $30,605.19, duly made by Tom Kosmala and unanimously carried.

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

a. **Schedule update:** Furniture has been delivered. Outside railings have been installed. Signage is in progress. Fire pump and associated plumbing has been installed, working on getting the generator installed. Close to being finished. Getting the Certificate of Occupancy is the next big hurdle.

VII. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** This September is the 10-year anniversary of Love your Library Month. Activities are scheduled throughout the month. The staff has produced a list of "30 Ways in 30 Days" to celebrate Northland this year. New exterior entrance signs are close to being manufactured. Demolition of the old signs and installation of the new signs will begin within the month. Internal wayfinding signs are being installed to help patrons navigate in the library. New LED screens are to be installed this week. Northland will be participating in both McCandless and Ross's upcoming Community Days.
b. **Departmental Updates – Kelley Moten:** New hold shelf record has been set! Moten thanked the circulation staff who came in during the recent closure to empty the book drop. Kati Coleman, Adult Services Programming Librarian has presentations or hosted events at recent outside conferences. Moten discussed the difficulties plaguing the Technical Services staff and the incoming new materials for the library. Experiencing shipping and quality issues for new materials. Counterfeit DVDs and AI books are on the rise. Tech Services' top priority is getting Lucky Day materials, materials with holds, and new releases out within 1-3 days after publication dates.
c. **Foundation – Alexis McKinley, Mike Lamb:** Love your Library mailer is hitting mailboxes any day now. Northland Mystery Fundraiser tickets are selling well. The Children's Gala will feature Josh & Gab and pirate balloon art. The Foundation will be making phone calls to donors at their next Fundraising Committee meeting. The engraved pavers have arrived.
d. **Junior Board Member Report:** None.
e. **Other – Office of Commonwealth Libraries – SALSA accepted Amy Steele:** Northland's State Aid Library Subsidy Application (SALSA) has been approved and accepted. Steele attended the RAD budget hearing.

VIII. Board Governance:

a. **Upcoming vacancies:** Kosmala and Lukin will be cycling off the Authority Board at the end of the year. Please encourage interested individuals from Bradford Woods and Frankin Park to apply by reaching out to the municipalities.

IX. Unfinished Business: None.

X. Legal Matters: None.

XI. Consent Agenda:

a. **Minutes**
   i. **July 22, 2025 Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the consent agenda, duly made by Irene Caliendo and carried with 4 votes in favor and 3 abstentions (Poweska, Sample, Lukin).

XII. Committee and Other Reports:

i. **Personnel Committee:** Discussed Salary Study and Salary Schedule.
ii. **Building & Grounds Committee:** See above.
iii. **Strategic Planning Work Group:** Discussed the survey results and preliminary next steps.

XIII. Board Comments: Poweska shared about her visit to Bókasafn Vestmannaeyja, our Icelandic library pen pals. In 2026, McCandless will celebrate its 175th anniversary. A McCandless 175 Planning Committee has been formed.

XIV. Comments from the Public: None.

XV. Adjournment: Motion to adjourn duly made by Casey Sample and unanimously carried. The meeting adjourned at 8:47 PM.

Respectfully submitted,

Sarah Poweska
Secretary