NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
December 9, 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, Mike Smith, and Varshini Sentilkumar. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Nick Giorgetti, Rita Martin, and Alan Cech.

II. An Executive Session was held immediately prior to this meeting at 6:30 to discuss a personnel matter.

III. Comments from the Public: None.

IV. President's Report: Dana Getz: Getz remarked what a year this was. Although there were challenges and changes, Getz is looking forward to the new year. Getz thanked the staff and the Foundation. Getz appreciated the Board's flexibility and dedication over this year.

V. New Business:

a. **Executive Director Compensation for 2026 – Dana Getz:** Motion to set the Executive Director salary for 2026 at a 5% raise, at $125,427.12, duly made by Karrie Lukin and unanimously carried.

b. **Board Proposal for 2025 Operating Budget Payroll Funds – Dana Getz:**

   i. **Construction Related Bonuses:** Motion to award an $8,000 one-time bonus to the Executive Director, Amy Steele, in recognition of her extensive work for the renovation process, duly made by Irene Caliendo and unanimously carried.

      1. **Up to $22,000 total for select staff as determined by the Executive Director (VOTE):** Motion to allocate a $22,000 pool for bonuses as distributed by the Executive Director, duly made by Mike Smith and unanimously carried.

   ii. **Construction Related Staff Recognition: $5,000 + one pro-rated day of paid time off for each staff member (VOTE):** Motion to award each staff member paid time off to be used by the end of 2026, i.e. one pro-rated day off based on their typical work week, plus the $5,000 pool fund, duly made by Mike Smith and unanimously carried.

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

a. **Fire pump/generator update:** Generator is in the process of being tested and a final inspection is scheduled for the end of this week. This will allow the Certificate of Occupancy to be issued by the Town of McCandless.

b. **Opening the new space:** If the generator test and inspection is successful, the library would close for one day next week to move into the new spaces and open the New Northland to the public the following day. The Ribbon Cutting would tentatively be on January 8, and the Public Open House would be that weekend on January 10. Commonplace Coffee is ready to open and serve the public opening day.
c. **ADA Restroom update:** No update at this time.

VII. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** Yon recognized Tom Kosmala and Karrie Lukin for their years of service and leadership over the past number of years. Press release for the New Northland opening has been drafted and will be sent as soon as the opening date is confirmed. Commonplace and Yon are collaborating on a separate press release for the soft opening and ribbon cutting. Staff "Best Of" lists are being compiled for social media. Senator Lindsay Williams was here last week to celebrate the increase in the PA Library subsidy funds and recognize the impact of libraries on the communities, along with Representative Arvind Venkat and a staff member from Representative Emily Kinkead's office. They also recognized ACLA's COO Kimberley Hrivnak, and recognized Steel's upcoming retirement. Bubbles the Axolotl will be featured in an upcoming news article in the Pittsburgh Post-Gazette.
b. **Departmental Updates – Kelley Moten:** Ingram Content Group, the largest supplier of books for Northland and other public libraries, is undergoing growing pains and is behind in fulfilling orders with the influx of new library clients due to the closure of Baker & Taylor. End of year book orders have been placed but may not be invoiced or received before year end. This is a widespread issue. Libraries across the state are now in danger of not meeting the state requirement for 12% of their budget being spent on collection materials. Staff have been making in person purchases at Barnes and Nobles and online purchases through Amazon to help ensure the spending requirement is met. ACLA has also provided directions if libraries are unable to make 12% due to this issue. The state will be changing this spending requirement to have the 12% be based off the previous year's actual spend budget for a library as opposed to the current year's spend budget.
c. **Foundation – Alexis McKinley, Robert Tate:** Rita Martin remarked that she will be leaving the Foundation board at the end of the year and expressed appreciation of the partnership between the Foundation and Authority boards. Year-end appeal mailers should hit mailboxes soon. The pickup for Holiday Gifts for Book Lovers will be on December 17. A Christmas Carol Showcase event will be on Sunday, December 14 from 10 AM to 12 PM. 45 patrons have registered. Will try to do an engraved paver preview night before the opening if possible. UPMC will again be sponsoring the Garden Gala. Other sponsorships opportunities are being solicited. The Foundation Board voted to purchase Giant Eagle gift cards for Northland Staff as a year-end gift.
d. **Junior Board Member Report:** Sentilkumar noted that students are very excited for the New Northland to open and use the new study spaces.
e. **Other:** None.

VIII. Unfinished Business:

- None

IX. Legal Matters:

- None

X. Consent Agenda:

a. Minutes

i. October, 28, 2025 Meeting

b. Treasurer's Report

c. Executive Director's Report

Motion to approve the consent agenda, duly made by Tom Kosmala and unanimously carried.

XI. Committee and Other Reports:

i. Policy and Planning Committee – Did not meet.

ii. Governance Committee: The committee finalized a New Board Member Training checklist, and it will be posted on the Board Portal. Articles of Incorporation need to be reviewed, and the goal is to have the review completed before Amy's retirement.

iii. Executive Search Ad Hoc Committee: Application period has closed. There is a robust applicant pool. Bradbury Miller Associates will be helping to rank and evaluate the candidates and begin the first round of interviews. Final interviews will be in February.

XII. Board Comments: Steele recognized Lukin and Kosmala for their years of service to the Authority Board. Steele remarked that Lukin was instrumental in developing the Employee Handbook. Lukin is interested in staying on the Policy and Planning committee. Steele remarked that Kosmala did outstanding job leading the Building and Grounds Committee through the expansion project. Both Lukin and Kosmala will be missed. KnitHope, Getz's nonprofit organization, collected over 500 handmade hats and scarves from Northland this year and was able to distribute 990 hats and scarves to those in need in our Pittsburgh community.

XIII. Comments from the Public: None.

XIV. Adjournment: Motion to adjourn duly made by Tom Koslama and unanimously carried. The meeting adjourned at 8:10 PM.

Respectfully submitted,

Sarah Poweska
Secretary