NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
October 28, 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: Varshini Sentilkumar. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Nick Giorgetti, and Sara Hammel.

II. Comments from the Public: None.

III. President's Report: Dana Getz: Getz thanked Yon and McKinley as well as the NPL Foundation for the new entrance and wayfinding signs. Getz commended everyone for working hard to finish the project and expressed appreciation for the incredible patience of staff throughout the process.

IV. New Business:

a. **Merit Raises and other Payroll actions – Amy Steele:** Motion to accept the merit raises and payroll structure as outlined by the Executive Director, duly made by Irene Caliendo and unanimously carried.
b. **Foundation Board Retention – Alexis McKinley:** Rita Martin and Jennefer Bartholomew will be rolling off the Foundation Board after this year. Motion to reappoint Sara Hammel to a three-year term for the Foundation Board as per the strong recommendation of Alexis McKinley and the Personnel Committee, duly made by Irene Caliendo and unanimously carried.
c. **2026 Budget Update – Bob Lukitsch/Amy Steele:** Four of the five municipalities have approved the budget. Libraries are seeing an increase in usage due to the government shut down and the need for information and services. Caliendo suggested Board members reach out to our State Representatives and share concerns about not having a budget yet. Health care costs for Pennsylvania are projected to rise 20%.

V. New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch: Exterior benches have been modified to add an additional lower bar. Carpeting on the stairs and mid-level lobby was faded in areas. The manufacturer offered a 100% refund on the cost of the carpet. Upper flooring transition resolution is close to agreement. Second punch list walk through has been completed and a few more tasks were identified. Fire pump generator work has begun and is moving very slowly. Gasline work and excavation will take about two weeks. A representative from the generator manufacturer will come and inspect the generator on Thursday and they will be able to confirm if it can run off propane in addition to natural gas. The fire pump is the final piece to be completed before the Certificate of Occupancy (CO) is issued. Bench purchased by the Board has been installed in the vestibule.

VI. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** Feedback on the new signs has been very positive. Representative Venkat complimented the new signs, stating how welcoming and inviting they are. The coffee themed Name the Book Cart Contest has a winner – Nancy Brew! Preparing for 2026 projects including newsletter layout updates and outside group meeting room rental information. Rental information will be going out to the public shortly, including information for the new meeting room on the upper level. Commonplace Coffee will begin installing interior signage this week.
b. **Departmental Updates – Kelley Moten:** Adult Services had three programs last month that each had over 50 attendees. Moten gave updates about the Children and Teen Services Department. Department Manager, Courtney Bonnet, wrote a wonderful feature in our latest newsletter about how children's librarians are educating the children of our community in little and big ways. Staff will be participating in McCandless Winterfest on Saturday, December 6. Election Day will have children voting for their favorite Pittsburgh Sports Team. Recently found a Super Reader Certificate from the 1970s and staff was able to reunite it with its owner who still lives in the local area!
c. **Foundation – Alexis McKinley, Sara Hammel:** Love Your Library month raised approximately $12,000 more than last year. Year End Appeal theme will be "Writing the Next Chapter." Holiday Gifts fundraiser is returning. Patrons can purchase "Blind Date with a Book" giftwrapped books, candles, mugs, and friendship bracelets through December 7. A Christmas Carol Showcase will occur on Sunday, December 14 from 10 AM to 12 PM. Thanks to a loan from an anonymous Library patron, the Foundation will be able to display a first edition of Charles Dickens' classic, *A Christmas Carol*, at the event. Additional activities will include readings from the first edition by a costumed actor, live music, hot cocoa and cookies, and festive photo opportunities. With the reconfiguration of the lower lobby, the Giving Tree has been getting more interest from patrons.
d. **Junior Board Member Report:** None.
e. **Other:** None.

VII. Board Education:

a. **Municipal Agreement review – Amy Steele:** Steele gave an overview of the Municipal Agreement.

VIII. Unfinished Business: None.

IX. Legal Matters: None.

X. Consent Agenda (VOTE):

a. **Minutes**
    i. **September 23, 2025 Meeting:** Newest Customer Service Representative's name was missing from the minutes.
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the consent agenda with the addition of Megan McGinnity's name in the Executive Director's Report, duly made by Mike Smith and unanimously carried.

XI. Committee and Other Reports:

i. **Personnel Committee:** Reviewed merit raises, payroll structure, and NPLF Board reappointment.

ii. **Executive Search Ad Hoc Committee:** Tomorrow the Executive Director position will be posted. Timeline has been scheduled out. Final interviews will take place in February. Moten will serve as Interim Executive Director after February 12 until the new Executive Director starts.

XII. Board Comments: Bradford Woods Borough Council voted to appoint Noelle Ivankevich to NPLA to fill the remaining two years for Tom Kosmala's term beginning January 1, 2026. Staff Development Day is on Friday, November 7. Will be receiving a grant from the McCandless Industrial Development Authority to potentially cover new picnic tables and new love seats for the Children's Department.

XIII. Comments from the Public: None.

XIV. Adjournment: Motion to adjourn duly made by Tom Kosalmala and unanimously carried. The meeting adjourned at 8:24 PM.

Respectfully submitted,

Sarah Poweska
Secretary