NORTHLAND PUBLIC LIBRARY AUTHORITY

Policy & Planning Committee MEETING – Held in person and virtually, using Microsoft Teams

Tuesday, April 14, 2026, 7:00pm

MINUTES

I. Call to Order: The meeting was called to order at 7:02 PM. In attendance: Michael Smith (remotely), Dana Getz, Karrie Lukin, Kelley Moten, Jack Murtagh, Sarah Poweska, Raeann MacNeil, Noelle Ivankevich, and Amanda DeKnight.

II. Comments from the Public: None

III. Donation Policy

The committee reviewed an updated draft of the Library's first donation policy. As originally discussed at the July 2025 meeting, the NPL Foundation already has a donation policy, but this version is specifically for the Library, as it is a requirement of certain institutional funders. The policy will also guide the Library in its discernment of and ability to accept in-kind donations. The committee discussed the policy and approved minor changes to its language. The committee decided that it should be taken up at the next board meeting for final approval.

IV. Tutor Policy

This policy was edited to address how the newly renovated spaces and the tutoring room are actually used. The new manager of the Children's Department also wanted more specifics that would match our procedures. Murtagh suggested an addition of "no tutoring on the first floor" beyond what was already listed in order to avoid issues with tutoring in the cafe. The committee decided that it should be taken up at the next board meeting for final approval.

V. Borrowing Policies

Moten explained that the manually processed surcharge for lost or damaged books had become onerous for staff. So, although staff believe

philosophically with the charge, they do not believe that it makes sense to continue it. The committee agreed to move this on to the board for approval.

VI. Privacy & Confidentiality Policy

Allegheny County decided for cyber security we will no longer record patron's ID numbers in Sierra. Library accounts will automatically renew after 3 years if the account has activity. These updates are reflected in the policy and the committee agreed to move it forward to the board for approval.

VII. Unattended Children & Vulnerable Adults Policy

The policy was updated to reflect the change from 10 to 12 for unsupervised children. This policy also added "vulnerable adults." Murtagh suggested a change for clarification in the last sentence. MacNeil requested on behalf of the Children's Department Manager that we include language that if a child is unable to contact a responsible person within 15 minutes, staff may call the McCandless police department. The committee approved these changes and recommended moving the policy to the board for approval.

VII. Strategic Planning: Recap and Next Steps

This committee reviewed the status of our strategic plan that was halted in 2025 as we embarked upon our Executive Director search. DeKnight offered to bring our stakeholders survey to her upcoming meetings with the municipalities' town manager. Once she compiles those results, she and Moten will share all collected data with the committee. The committee plans to use this information to create the strategic plan at the July meeting.

VIII. Minutes July 8, 2025 Policy & Planning Committee Meeting – Moten motioned to approve the minutes. Poweska seconded the motion. DeKnight and Ivankevich abstained from the vote. The motion passed.

IX. Adjournment: The meeting was adjourned at 8:04 PM. Murtagh motioned to approve. The motion passed unanimously.