

NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft
Teams
January 24, 2023, 7:30pm
MINUTES

An Executive Session was held immediately preceding the Authority Board meeting to discuss a personnel matter.

I. Call to Order & Roll Call: The meeting was called to order by Mr. Kosmala at 7:42 PM. Present: Irene Caliando, Heidi Coltin, Dan DeMarco, Dana Getz, Tom Kosmala, Karrie Lukin, Casey Sample, and Ananya Shah. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Gilda Arroyo, Rita Martin, and Elizabeth Wiethorn.

II. Comments from the Public: None

III. President's Report – Tom Kosmala: Mr. Kosmala reported that he has been reappointed as the Board representative from Bradford Woods.

IV. New Business:

i. Board Reorganization – VOTE

1. Officers: President, Vice President, Secretary, Treasurer:

Ms. Arroyo took over the Chair. In accordance with Robert's Rules of Order, the following officers were nominated and elected. The officers for 2023 are:

President— Tom Kosmala, Vice President—Irene Caliando, Secretary— Casey Sample, Treasurer—Heidi Coltin. Motion to approve Mr. Kosmala as President, duly made by Mr. DeMarco and unanimously carried. Motion to approve Ms. Caliando as Vice President, duly made by Ms. Getz and unanimously carried. Motion to approve Ms. Sample as Secretary, duly made by Ms. Caliando and unanimously carried. Motion to approve Ms. Coltin as Treasurer, duly made by Mr. DeMarco and unanimously carried.

2. Committees: Building & Grounds, Personnel, Policy &

Planning, Finance, Governance: Mr. Kosmala took over the Chair.

The 2023 Committee participants are: **Finance**— Heidi Coltin (Chairperson), Karrie Lukin, Bob Lukitsch, Amy Steele, Municipal Representative Ron Borczyk (Ross). **Building & Grounds**— Tom Kosmala (Chairperson), Dana Getz, Bill Bittner, Kati Coleman, Kim Englert, Bob Lukitsch, Amy Steele. **Personnel**— Casey Sample (Chairperson), Dana Getz, Rebecca Munoz, Amy Steele, Sherry Murray (as Deputy Solicitor), Alexis McKinley, Annemarie Lamperski. **Policy & Planning**— Dan DeMarco (Chairperson), Tom Kosmala, Jack Murtagh, Kim Rhule, Kelley Moten, Adrienne Krings, Amy Steele. Motion to approve all of the committee chairs and appointments, duly made by Mr. DeMarco and unanimously carried. **ACLA Co-Representative**—Dana Getz and Heidi Coltin. Motion to approve the ACLA Co-Representatives, duly made by Ms. Caliando and

unanimously carried. The organization of the Governance Committee has been postponed until the February meeting.

- ii. RAD One-time Investment in Libraries Grant – VOTE – Amy Steele:** RAD has allocated a one-time investment of \$227,054.44 to Northland Library for spending “to benefit the library.” In an effort to honor the goal of this investment, the Finance Committee suggested that the money should be used in a way that is very visible to the public and would not incur costs going forward. Motion to approve the recommendation of the Finance Committee for the allocation of \$200,000 towards the New Entrance Project and \$27,054.44 to be dispersed contingent upon determination of the staff, duly made by Mr. DeMarco and unanimously carried.
- iii. New Entrance Project – VOTE – Bob Lukitsch:** Mr. Lukitsch provided an overview of the current funds available from grants and available in the Capital Improvement Fund. A discussion was had about the scale of the potential project. Motion to direct staff to proceed with preliminary work to explore full New Entrance Project, duly made by Mr. DeMarco and unanimously carried.
- iv. Auditor – VOTE – Bob Lukitsch –** Mr. Lukitsch sought estimates from several auditors and Mark Turnley returned the lowest bid. Ms. Caliendo inquired about best auditing practices. Motion to approve Mr. Mark Turnley as Auditor, duly made by Mr. DeMarco and unanimously carried.
- v. Foundation lease – VOTE – Amy Steele extend to multiple years:** The lease is required for the Foundation to apply for and receive the annual small games of chance license. The Foundation lease has previously been for only one year, but the new lease will extend it to 20 years. Ms. Caliendo expressed concern about extending the lease for such a length of time. Motion to approve the new Foundation lease, duly made by Mr. DeMarco and unanimously carried.
- vi. COVID-19 – VOTE – Amy Steele, Temporary policy to award COVID medical leave:** Motion to approve the temporary policy to award COVID medical leave, duly made by Mr. DeMarco and unanimously carried.
- vii. Policy revisions – VOTE – Kelley Moten**
 - 1. Privacy Policy – Revised**
 - 2. Private and Commercial Business Policy – Revised**
 - 3. Unattended Minors Policy - Revised**Motion to approve the following policy revisions: Privacy Policy, Private and Commercial Business Policy, and Unattended Minors Policy, duly made by Mr. DeMarco and unanimously carried.

V. Communications:

- a. Library Marketing & Communications – Nicholas Yon:** Mr. Yon expressed his excitement at working with the new Foundation director, Alexis McKinley. Northland is partnering with Steel City LUG, an adult Lego Club for International Lego Day at Ross Park Mall. They are creating new signage, shifting files to SharePoint, promoting the AED grant with The

Passavant Hospital Foundation, and promoting upcoming events including the Garden Gala and book sale.

- b. Departmental Updates – Kelley Moten:** Encouraged Board members to vote on the staff's winter door decorating contest. Ms. Moten will present updated statistics on library performance at the next meeting.
- c. Foundation – Rita Martin, Alexis McKinley:** Ms. McKinley introduced herself and thanked Carolyn Keller and Johnna Melchiorre for their work in the interim without a director. The Year End Campaign netted approximately \$35,000. Planning for the Garden Gala is going well. The marketing has a new theme and sponsorships are strong including a title sponsorship from UPMC. They are still reaching out to more food vendors. The MOU is being developed. Amazon Smile will no longer be available.

VI. Old Business: None

VII. Legal Matters: None

VIII. Consent Agenda:

- a.** Minutes
- b.** Treasurer's Report
- c.** Executive Director's Report
- d.** Committee and Other Reports:
 - i.** Governance Committee: NPL Authority Revised & Restated Bylaws update – Casey Sample: Ms. Sample reported that the redline version of the Bylaws is now available on the Board portal. She stated that the document was mostly edited to improve flow and to include the new Governance Committee. Now that the Bylaws have been edited, they are looking forward to forming the new committee.
 - ii.** NPLA – NPLF Governance Group – Update: Now that the NPLF Articles of Incorporation and NPLF Bylaws have been updated, this group will begin work on the MOU.

Motion to accept the consent agenda, duly made by Mr. DeMarco and unanimously carried.

IX. Board Comments: Ms. Caliendo noted that the Town of McCandless appointed a new council member at their last meeting, Mary Ann Eisenreich.

X. Adjournment: Motion to adjourn duly made by Mr. DeMarco and unanimously carried. The meeting adjourned at 9:26 PM.

Respectfully submitted,

Dana Getz
Board Member