

NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft
Teams
December 6, 2022, 7:30pm
MINUTES

An Executive Session was held at 6:00 prior to the Committee and Authority Board meetings to discuss a personnel matter.

The Policy & Planning Committee met immediately prior to the Authority Board meeting to discuss several policy revisions.

- I. Call to Order & Roll Call:** The meeting was called to order by Mr. Kosmala at 7:34 PM. Present: Irene Caliendo, Heidi Coltin, Dan DeMarco, Dana Getz, Tom Kosmala, Karrie Lukin, and Casey Sample. Excused: Ananya Shah. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Sherry Murray, Gilda Arroyo, Alan Shuckrow, Rita Martin, Robert Tate, and Ruth Sanko.
- II. Comments from the Public:** None
- III. President's Report – Tom Kosmala:** Mr. Kosmala expressed his thanks to the Board and the library staff as he leaves his position. He noted how special this Board's congeniality and teamwork is. He also encouraged the Board to contribute to the newsletter information that Ms. Steele requested.
- IV. New Business:**
 - i. Salary Schedule – VOTE – Sherry Murray:** Ms. Murray reviewed the needed adjustments to the salary structure in order to put the salary schedule/increases in line with other comparable libraries. She "attempted to adjust salaries in a fair way based on market analysis." The Board agreed that these changes are necessary for Northland to retain and attract good staff. Motion to approve the revised salary schedule, duly made by Mr. DeMarco and unanimously carried.
 - ii. Salary increases for 2023 – VOTE – Sherry Murray:** Ms. Steele reminded the Board that if there is zero staff turnover in 2023, these adjustments could slightly exceed the budget, but she does not expect that to happen. Motion to approve salary increases for 2023, duly made by Mr. DeMarco, seconded by Ms. Getz, and unanimously carried.
 - iii. Executive Director Compensation – VOTE – Tom Kosmala:** Ms. Murray noted how important it was to bring this compensation into appropriate alignment with the market analysis she had completed. Motion to approve a 3% increase as well as the position adjustment for the Executive Director Compensation up to \$109,408.30 for 2023, duly made by Ms. Sample and unanimously carried.

iv. NPL Foundation

1. Revised & Restated Articles of Incorporation – VOTE – Rita Martin with Tom Kosmala, & Amy Steele:

2. Revised & Restated Bylaws – VOTE - Rita Martin with Tom Kosmala, & Amy Steele:

Mr. Tate and Ms. Martin expressed thanks to Mr. Kosmala, Mr. Shuckrow and his team, and fellow Foundation Board members Jennefer Bartholomew and Alice Beckett-Rumberger for their efforts. They stated their confidence in the new Board appointment schedule as well as the other clarifications made in the updated Articles and MOU. Motion to approve the Revised & Restated Articles of Incorporation as well as the Revised & Restated Bylaws of the Foundation, duly made by Ms. Caliendo and unanimously carried.

v. Retirement Plan Ad-Hoc committee appointments – VOTE – Bob Lukitsch: Motion to approve the Retirement Plan Ad-Hoc committee, duly made by Mr. DeMarco and unanimously carried.

V. Communications:

a. Library Marketing & Communications – Nicholas Yon: Mr. Yon thanked Mr. Kosmala for his work with the marketing department and his advocacy. He discussed the efforts his department had put towards education and signage about the RFID technology change. Mr. Yon was excited to announce the return of art shows in the library. They will continue to develop relationships with schools, organizations, etc. to add more.

b. Departmental Updates – Kelley Moten: Ms. Moten highlighted the amazing popularity of the Children and Teen Services Department's programming. Recently, the department spoke with 7 preschools and 14 elementary schools (413 students). In the last month, 800 people attended their Preschool Storytimes. In honor of Election Day, the department asked students to vote for their favorite woodland animal—fox won! Over 300 children identify items in the "I Spy" tank every month.

c. Foundation – Rita Martin, Amy Steele: The "Love Your Library" campaign was a success. Now sending out end-of-the-year donation requests. The Foundation Board has begun work on the Garden Gala (April 22, 2023), including reaching out for corporate sponsorships. The interview process for the Director of Development/Foundation Director has begun. Ms. Steele thanked the current staff for their help while this position has been open. Ms. Steele noted that the library received the official letter from Passavant Hospital approving the grant for 2 new AED's. Ms. Steele thanked Tony Dills for helping with the application process.

d. Other:

i. RAD – Budget update – Amy Steele: The RAD budget increase of 4% for 2023 was approved as well as the new formula. This leaves Northland with a \$55,000 reduction in RAD funding. RAD announced that they will be dividing a 3-million-dollar one-time investment among suburban libraries in Allegheny County. This is unprecedented and will be a one-time only contribution. They have not yet released the final numbers for each library. It will be left to

each library's discretion how they will use the funds to improve library services and resources.

- ii. **Franklin Park – NPLA 2023 Budget approved:** Franklin Park was the last municipality to approve the library budget. The 2023 budget is now officially approved.

VI. Old Business:

- a. **Pandemic – Update – Amy Steele:** Northland will have to realign the current staff quarantine policies in light of recent recommendations by the CDC.

VII. Legal Matters: Mr. Shuckrow and Ms. Martin thanked Mr. Kosmala for bringing his calm leadership to the MOU committee discussions.

VIII. Consent Agenda:

- a. Minutes
- b. Treasurer's Report
- c. Executive Director's Report
- d. Committee and Other Reports
 - i. Policy & Planning Committee: meeting summary: The Policy & Planning Committee reviewed and revised the Private and Commercial Business Policy, the Privacy Policy, and the Unattended Minors policy.

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

IX. Board Comments: Ms. Steele noted Mr. Kosmala's many accomplishments during his tenure. She presented him with a certificate of recognition as well as cards from the Board and the staff. She thanked him for his personal attention and care for the staff and the work of the library. The Board noted how much he will be missed.

X. Adjournment: Motion to adjourn duly made by Mr. DeMarco and unanimously carried. The meeting adjourned at 8:33 PM.

Respectfully submitted,

Dana Getz
Secretary