

EASTON AREA PUBLIC LIBRARY

Meeting of the Board of Directors

Monday, February 10, 2025

4:15 pm.

A meeting of the Board of Directors of the Easton Area Public Library was held on Monday, February 10, 2025. President Mrs. Ramirez-Luhrs called the meeting to order at 4:15 p.m. Present: Mrs. Ramirez-Luhrs, Mr. Reilly, Mr. Thomas, Ms. Long, Mrs. Walker, Mr. Lake and Mrs. van Horne-Brett. Mrs. Jennifer Long, Director, and Erin Morrow, District Consultant were also present.

Interested Citizens: Katharine Winchell of Forks Township spoke about how much she has enjoyed the adult art programs and hopes to see them continue.

Consent Agenda: A motion was made to accept the consent agenda by Ms. Long and was seconded by Mr. Lake. By voice vote, all were in favor.

Communications: Mrs. Long notified the Board that two staff members from the Office of Commonwealth Libraries (OCL) are planning to attend the September meeting to discuss the library's role as a District Library Center (DLC), as well as what kind of support could be expected from OCL. Mrs. Long is a member of the Pennsylvania Library Association's (PaLA) Legislative Committee and shared information from their recent meeting. This included the modification of language on the state's website to meet the current federal administration's new guidelines for federal funding, and the news that the governor's proposed budget included level funding for public libraries. PaLA and their lobbying team plan to ask for an additional \$6 million for the public library subsidy. One of our regular patrons also contacted Mrs. Long last week to notify her that our library had been selected in author Scott Campbell's Library Lovers Month giveaway. We received a copy of his book, *The Hug Machine*, along with a hug machine plush toy, both of which will be featured in upcoming storytimes.

Reports on Executive Sessions: None.

Committee Reports: None.

Director's Report: Mrs. Long reported that the library was identified as a recipient of an annual grant from the Walter N. and Mildred R. Trbovic Endowment Fund, an endowed designated fund of the Lehigh Valley Community Foundation. Mr. Trbovic also left the library a direct bequest. There was some discussion of whether and how the library might recognize donors, particularly of such bequests. The library purchased four new museum passes, bringing the total collection to 15 passes. The library was closed on January 17 for a staff in-service day. Each coordinator shared what was happening in their department, and the draft copy of the strategic plan was shared with all staff. Bethany Eber from the Crime Victims Council of the Lehigh Valley also presented a program on handling stress, which was well received by all. Envisionware Print Release software has been installed at the Palmer Branch to alleviate issues with unwanted printing, paper and toner, waste, and privacy issues that have arisen from the previous printing setup. Palmer Township won't need to be involved in any additional spending for the new system. Due to security concerns, the library is no longer able to submit work orders through the school district's software platform. We have been instructed to submit all work orders through email. Seventeen new mobile hotspots were purchased and all were checked out within a week of being

put into circulation. PaLLS completed the batch deletions for accounts that expired more than five years ago. Staff are pulling and shredding associated paper applications. Federal tax forms are now available at both the Main Library and Palmer Branch.

Old Business: Mrs. Long presented the draft of the strategic plan. A motion was made to approve the strategic plan, with minor edits (oxford commas, etc.) by Mrs. Walker and seconded by Ms. Long and Mrs. Ramirez-Luhrs. By voice vote, all were in favor. Annual appeal donations totaled \$11,836 as of February 5.

New Business: Mrs. Long met with school district superintendent Tracy Piazza to discuss how the library and school district could continue to work together to serve the community. Ms. Piazza had several ideas about how the library could support the district's education initiatives, including potentially serving as a location for a townhall meeting. There was also discussion about the library building and grounds and the maintenance needs that currently exist. For the larger projects, Ms. Piazza and Mrs. Long are seeking ways for the library and school district to fundraise through grants and other means together. Mrs. Walker suggested that the Building and Grounds Committee draft a priority list for the smaller projects to be passed along to the school district.

Ms. Long made a motion to adjourn at 5:25 and was seconded by Mr. Lake. By voice vote all were in favor.

Respectfully submitted,

Erin Morrow  
District Consultant