

## SAUCON VALLEY LIBRARY TASK FORCE MEETING

Date: Thursday, August 9, 2012  
Time: 6:00 PM  
Location: Lower Saucon Township

Present: Lower Saucon Township: Jack Cahalan, Cathy Gorman, Allan Johnson, Mike Karabin, Lynn Koehler, Kim LaBrake, Tom Maxfield,  
Hellertown Borough: Cathy Kichline, Tina Krasnansky, Joe Pampanin, Gail Nolf  
Hellertown Area Library: Alison Finkbeiner, Jessica Goedtel, Robin Rotherham, Rev. Lamar Handwerk, Mike Evangelista

Committees:

**Demographic/Statistics:**

Alison Finkbeiner  
Lynn Koehler  
Jessica Goedtel

**Building:**

Kim LaBrake  
Joe Pampanin  
Mike Evangelista

**Technology:**

Gail Nolf  
Mike Karabin  
Jack Cahalan

**Finance:**

Reverend Lamar Handwerk  
Tom Maxfield  
Cathy Gorman  
Tina Krasnansky

1. Approval of Minutes from the July 12<sup>th</sup> Meeting

Motion by Mike K., second by Allison for approval of the July 12, 2012, minutes. All in favor.

2. Review and Approval of Final Report

Kim said Jack provided an advanced copy online and a draft copy is in your hands. Jack said there is a penciled in correction. Joe had emailed something in late this afternoon to change. Joe said in the Finance section; change the Technological to Technology Committee. Kim said in the Finance committee, Process section, change item number 3 to Technology Subcommittee.

Kim said we will go by committee if anybody has any issues. We will do the Executive Summary last.

**Demographic Committee**

Ali said my two corrections that I emailed were not put in. Under conclusions, I wanted to change the fourth one down. I was going to spell out what the entities were, Main branch, Southside, Bookmobile. The last one "x" out, Bethlehem, as it is made clear in the summary.

**Technology Committee**

Jack said I did make changes, based on Allan's suggestions, such as server computers to desktop computers and I added in each sentence ends the statement "to serve the increased population". I took out "needs wireless". Ali said can I just make a suggestion on number 5. I feel like the list for number 5, those are not necessarily necessities for a consolidated library, they would be things that could be acquired in the future. I don't want people to think that we need these things. Kim said change the wording from will require to could also acquire.

**Building Committee**

Joe said I don't see anything that needs to be changed. Kim said through the Finance review, we changed those numbers under the approximate cost comparison. The original PowerPoint was included with all the original costs and that is where we are picking up double numbers, because these are in here in large scale, we removed them from the PowerPoint. They were hard to read anyway, so, that made the numbers work.

Kim said on the summary sheet, Ali picked up the circulation data was changed once but in came back to the old version. Ali said, 35/8/48, those are not the right ones. Kim said I did fix it and sent it to Jack so maybe he just didn't get the right one. Joe said those numbers we have to change too? Ali said yes, the circulation numbers. I believe Robin pointed out those numbers are 2010 circulation numbers. Kim said whatever you put in that email I did change them. We just have to find the right summary. I updated from my Excel another separate summary to you (Jack) you just printed the wrong summary. Joe said is that going to change the percentages or are they correct? Ali said Kim had them right for the April meeting. Tom said there are new percentages floating around out there with the new numbers. Kim said yes, and they are not that much different as the percentages are actually very similar. Robin said, the correction is, Bethlehem is 30,637, PA Access is 11,049, and Hellertown Borough is 44,624, for a total of 86,310. Kim said can you see the percentages; Bethlehem is 35.5%, PA Access goes to 12.8%, Hellertown is 51.7%. Tom said can I make one suggestion on this section. The maps should be as large as possible on the sheet. It looks like they have some room to expand off to the right and down. Looking at the size of the lettering included on maps, I would like to see it as large as possible. Jessica said can we maybe rotate it? Joe said if we just expand it a little bit that would be enough. Jack said what about landscape? Joe said they were created in landscape. Jack said we are just trying to make it visually important but we can change that. Joe said I don't like turning the book but if it makes it easier to read. Tina said I don't know how much bigger they can get it, they can get it a little bit bigger, but I don't think it's going to help bring out some of the detail. Jack said I'll show you how it looks in the interim report. Joe said when we looked at it last time they were sideways. Kim said yes, they were sideways and much more readable then the little tags. Cathy K. said for the end of the table, if we rotate these from the original one, they are much more readable. Jack said do you want everything back to landscape? Jessica said I would say just the floor plans. Joe said the two charts can stay normal. Kim said and these opinions of probable cost, we put in full size already, we would not need those, so if the floor plans are rotated, we would be ok. Jack said the existing plans, the first ones, next page is the program, is that ok? Joe said that is fine. Kim said just option A/B/C. Jack said ok that's it then.

### **Finance Committee**

Cathy G. said other than the item that was noted on 3, on the second page of the initial report, on item number 3, it was referencing an old demographic number that Cathy K had told me Hellertown's was different. I made it accurate, so it is a couple dollars different.

Kim said we have the summarized survey questions, after that there is the article from the Parkland Library, and you can't see Morning Call and the date, so if someone wants to go through and itemize it they can go to Morning Call and get it, but it is listed in here, the library code, and that is really all the appendix or additional pieces we have at the end. Mike K asked Jack, if some of the headings be added or changed? A few of the committees have "process" ahead of "findings". Jack said if you want to clean this up now we can do that. Each group took a section. Jessica said for Demographics, before findings is process. There's process, then findings, then circulation. Jack said so, it should be process, findings, conclusions, and then charts. Lynn said for Demographics there is also an introduction. Kim said good point, introduction, process, findings, conclusions, charts. Joe said mission instead of process. Kim said we have it listed as Building Committee mission. Jack said mission is first? Kim said mission is first, then we go with findings, and those are all really subsections of the findings, so we would not go through those. Lynn said then proposed services. Kim said that is the best way to do it then. Joe said it replaces conclusions. Lynn said and then a summary. Jack said under Building, I have mission, findings, and proposed services. Kim said and then you would have charts and then a summary at the end of ours. Cathy K. said that's part of the chart though, I would think. Kim said yes, it really is a chart, so we really don't have a summary. Jessica said you want to change the word mission to process. Kim said yes, we can change that heading to process. Jack said for Building it will be process, findings, proposed services, charts. Kim said yes. Jack said Building is ok. Joe said Technology, in a couple cases, is before Building. Kim said I have Finance next in mine. Jessica said I have Technology next. Joe said we should have Technology next, it is just in the wrong place in the report. Kim said Technology is next. Jessica said yes, and that is actually only two sections, process, findings and conclusions together, and a third section, charts. Jack said ok, Technology is process, findings, conclusions, and charts. Kim said Finance is process and findings. Cathy G. said it's really not conclusions but we could put the word in. Tina said I think you might want to. Tom said in Finance

your findings are your conclusions so put them together. Kim said you have to add the word conclusions, findings / conclusions. Jack said ok, I can make those changes and make the pages correspond. Kim said number 7, is that still in, it's on the table of contents. Lynn said it's there, but it really doesn't fit. It needs to be before item 6, or after item 1 or 2, or after the Executive Summary. It's almost like an appendix the way it's just stuck in there. Kim said it kind of is an appendix though. Lynn said I don't know, the Library Survey is an appendix. Jessica said they are all appendix at the end. We discussed this at the last meeting. This was more of other options, but that is not what we are focusing on. We at least put them out there for them so they know they exist. Lynn said it doesn't say it was supposed to be an appendix. Kim said it's not, it is before the appendix. Lynn said but it seems like it's an appendix after the Library Survey, which is almost like an appendix. Jessica said would you like us to put it up on the front page? Would that be good? It's at the end of the committee reports. Kim said it can go both ways. On the Library Survey, it's nice to be able to read and see what people had to say and then this sort of follows up with other options. I can see it being there, but I understand Lynn's point of view. Just bump it to 6 and put the Library Survey behind it. Lynn said I am fine with that. Kim said just switch 6 and 7, anybody opposed to that? Joe said I think the survey was part of the process that relates to all of the other committee findings. You have your own title in the table of contents. Lynn said you are thinking it is an appendix. I read your discussion, nowhere did it say it was considered part of the appendix and my offer was to include it as part of the Executive Summary. By relegating it to, in essence, the appendix area, it implies it didn't really matter. Kim said if it's the last thing before the appendix starts? Lynn said there is concern from the citizens that this has not been fair. Tina said how is that relevant to a discussion on whether this should be at the end before the appendix or not? Lynn said I am going to just put it on the table and back away and not discuss it any further. Tina said it's an appendix. Ali said we are arguing about a matter of placement, that's what we are arguing about. Tina said move it above the survey. Kim said are there any other comments one way or the other, we'll take a vote. Let's start with anyone in favor of leaving it where it's at, (five agreed). Tom asked is one of the options we are going to talk about moving it to the appendix? To me it says very much in the first paragraph, it is something we found and did not explore in any of the options, but its information that we do want to include. It doesn't support any of the findings that would happen here, it is just something that is additional and should be in the appendix. Kim said the issue with doing it that way is, an appendix is basically information that has been referenced up front somewhere, this has not been, so it most definitely does not belong in the appendix. Five of us are alright with it, the problem is there are so many of us on the fence. I am going to ask again and I will ask each person and you will have to say leave it, move it up one, or abstain and we'll just do it that way. A vote was taken and Kim said 6 voted to stay; 3 voted to switch; 1 abstained. Therefore, it will stay as item number 7, the way it is. It will have its own tab so it will not look like it is part of the summary in front.

Kim said that takes us back up to the Executive Summary. Lynn said in the Executive Summary it says the BAPL board meets monthly, I didn't catch that before, it doesn't. Kim said what item is it? Lynn said it's in the Executive Summary. Jack no, I think it's in the History. Kim said History of Township Library Services? Lynn said yes, it's in Overview. It says monthly meetings and its not monthly it's like 5 plus 1. Robin said it's the second paragraph in Overview of Saucon Valley Library Task Force. Lynn said you don't have to change it, it is up to you if you want to change it or not. Kim said if we can say what it is to be accurate I think we should. Lynn said its 5 or 6 meetings a year. Jack said "this representative attends some meetings" and scratch monthly, is that ok? Kim said if its 5 to 6 can we say bimonthly? Lynn said we can go bimonthly. Kim said why don't we say "scheduled meetings" because they could change. Jack said "this representative attends the scheduled meetings of the Library's Board of Trustees".

Allan said I have a comment on the Executive Summary, 1A, I don't think we can say a large majority because it is not a large majority, I think what you can say is a large number. Jack said is it a majority? Kim and Allan said 50%. Allan said it's not a majority, and it is certainly not a large majority. Tina said it's not 50% of residents either.

Lynn said do you think it's too big to have an item 1c, that HAL does not receive state funding any longer, or Access PA money. Kim says does anybody? Ali said no. Robin said no one does and I don't see that makes any difference. Kim said if no one receives it than its not relevant because no one is

getting over and above. Ali said I understand Lynn's point. I think what she is saying is will the people who are reading this report know that they don't receive the Access PA money anymore. Most likely they wouldn't know because we are all up to date with library funding, but people who sit up there might not understand that we used to receive money for serving these people and now we do not. Allan said especially because you say you continue to serve people under the Access PA. Kim said correct. Ali said everybody has to. Allan said make it known you continue to do it, but you are not getting funding for it. Mike K said good idea. Tina said I thought b kind of covered that though. Kim said no, that was specifically Lower Saucon providing to its residents, what she is saying is it is more of a global point. Jack said there was supposed to be an appendix section, and it is in the table of contents but I can't find it, and it was on the Access PA program that Lynn and David were going to provide information to me on. Jessica that would be good if you had an asterisk at that point and say see appendix for overview of Access PA funding. Jack said I put something together for the last meeting, it is not in this section, but it's on the table of contents. Lynn said it says, "on October 13 2011, there has been a lot or recurrent PA code title 22". Jack said that is the code and I need to put that in the appendix. Kim said the code needs to go in the appendix. Jack said there will be a separate entry explaining the Access PA program. Kim said instead of having an item c, we will have an item b with an asterisk that says "see appendix for overview of Access PA program-state wide card program and funding", because that is what the piece would explain, what the program is and how it is funded. Tina said I remember the conversation last month, we didn't want to get into Access PA too much and that is why we decided to put something in the back. Joe said are we saying getting rid of 4c then on the next page too? Kim said no, 1c, we are not adding a c on 1. Jack said we need an appendix page on the program, can you provide that Lynn? Lynn said David said he was going to try to get it, did you find something? David said I did email it. Lynn said yes, it was like two sentences and nothing we didn't already know about. David said it was a short overview when it was set up. Jack said would you want to describe the program and then also talk about the fact that it is not funded. Kim said isn't there something online that says that? Jack said I went online and there is not much. Robin said I'll send you something, Jack. Jack said I need it by next Wednesday, how about tomorrow? Ali said on 1a, I thought we had talked about adding in the Executive Summary, having the fact that Bethlehem circulates almost the same amount to LST patrons that we, Hellertown library, circulates. Jack said we can add that. Kim said I get the point that it serves a large number. In showing 50% go there, the circulation number is 30, 637, it does make sense to say that the BAPL circulation for LST residents is "x", so there is always the comparison number. We have it back in the summary in the Building section but nobody is going to look back there to find it. Ali said it is in our findings for Demographics, but I thought we would include it in the Executive Summary. Kim said but I think for someone who hasn't gone through everything to know, they are going to say, "oh they do 30,000, oh that can't be, I am sure Bethlehem does at least twice as much". They wouldn't know that unless we said that Bethlehem circulates "x" to Lower Saucon. Jack said do you want to add another sentence on 1a, Roman numeral iii there. Kim said I would say we can combine it with that. You can do, "while BAPL circulates x amount". Lynn said I would not use "while"; I would just make it a statement. Kim ok, just so long as there is that comparison, so somebody doesn't make the assumption that Hellertown, based on its size, must not do as much as Bethlehem based just on the size. Jack said Ali, how would that be phrased? Ali said Lower Saucon residents check out 34,464, materials from the BAPL. Allan said after you put in 34,464, do you want to put in the percentage, the percentage of BAPL checkouts, or don't you want to. Kim said that is 4% of their checkouts. Ali that is all in our findings and charts. You can scratch off the percentage in the Hellertown, just do checkouts. LST residents checked out 30,637, materials from the HAL and 34,464, from BAPL. Kim said I think the percentage is something you want to have in there. Your overall circulation is affected one way by those residents, where at BAPL we are a smaller percentage based on a larger demographic. Allan said it shows that it is a large part of it. Kim said add the percentage. Ali said can we come back to you with a number because we have it broken down by branches. Jessica said 4.4%.

Kim said item number 2 about feasibility of consolidation, is there anything specific in there that does not explain itself sufficiently. I think all the statements are correct. No one has a comment about item 2, a through f. Joe said can we go back to item 2a, it says can be expanded to meet state standards; it should be state library standards. Kim and Jessica said I think its code. Joe said building code? Lamar said I think that is state library standards. Kim said it already meets the standard so why would you

want it expanded? The only thing it doesn't meet is staffing based on numbers and that is already in another one. Robin said if we have to meet staffing standards we have to actually have a place to put that staff. Ali said it is not a state standard though. Jessica said maybe reword it to be expanded to meet the extra demands of some sort that is all encompassing. Lynn said there are no state standards of the size of a library to meet. Robin said no there are not. Kim said that is why I am thinking it is the building itself. Where it is sitting can be expanded, it is not land locked, we can add parking, so I say it is building code. Joe said that would be a municipal standard then not state. Kim said building code is a state standard. Jack said the municipality adopts the state building code. Kim said can we say expanded to meet current state and municipal codes? Jessica said no, that makes it sound like it's not up to code. Kim said the word we are using is expanded. Kim said you have to say municipal because of municipal zoning code, which does not have anything to do with the state. Lynn said if there is an expansion it would be able to be expanded. Kim said exactly. Ali what if we cross out state standards and have "facility and parking can be expanded to meet most, if not all of the resource needs identified by the Task Force", that includes codes and staffing requirements. Lamar said that is addressed in our report? Jessica said exactly, we did look into all those things. Kim said don't say parking because that is part of a facility. Jessica said "the physical features of the current HAL facility can be expanded to meet, cross out state standards, most, if not all of the resource needs identified by the Task Force". Joe said that sounds logical. Kim said then there is no question on what, why, who, how standard. Tina said we know that we've gone over all this, if the question comes up then we are able to answer it. Joe said and the specific address to those questions are in the report. Kim said where we list the codes.

Kim said item 3 is summing up all the things in item 2 that can be done. It really goes to the numbers, which go back to the Finance committee numbers, as an example for Option A, and those are highlighting Option A, which is the no expansion version. Jack said Cathy, can you explain what the example in Option A is. Cathy G. said the Option A, No Debt Two Year proposal, would be one where we modified the building based on the Building Committee Option A, with no debt, and those capital improvement features would be funded in a two year period. Once that two year period is done, in the third year would fall all capital issues, \$113,947.02, and the IT costs would be completely funded and paid for. At the third year, the municipal requirements would go substantially down from the two prior years. Cathy K. said I think the only thing that scares me is the cost for Lower Saucon goes down from Bethlehem, but Hellertown's cost goes up. Cathy G said I understand your point, but if we literally keep breaking down different scenarios this would be twice as big. Jack and Cathy G said but again, it is just for discussion. Kim said what the number is that they are putting in now is more than your three. Ali said but your three is a lot less than what we are getting now. Cathy G said everything is done on a per capita basis. Year one and two, yes, Hellertown would be putting in more money, but by year three, it would be significantly less than what they are paying right now. Jessica said just so that somebody points that out at the Hellertown Borough meeting. Jack said it's a scenario, remember we are not making any recommendations. Joe said can it say somewhere before the item, projected numbers. Kim said the projected costs too. Ali said if the Hellertown Council takes a look at this Executive Summary and sees those two numbers, they might be like no; I'm just being realistic. Robin said we do also have to be there, it is a negotiation between the Township, Borough, and the HAL Board of Trustees and that can be addressed in the presentation. Tina said as long as somebody is at Borough Council and they make that clear, that this is just options and how we came up with the math, that this is not something they have to sign off on. Kim said item 4, it should say, "the projected cost in this scenario would be". Jack said Roman numeral IV, 4? Kim said yes. Jack said it should be in both of them. Kim said yes, both. Actually after Roman numeral 4, should be Roman numeral 5 instead of 2, it says 2 again. Joe said right now, how much does Hellertown pay to the library? Robin said \$58,000. Kim said what is the average of those three years for Hellertown? Cathy said \$60,155.00. Kim said at the end of each one there should be a statement, an average of "x" amount per year for the first three years, because that brings it to the \$60,000.00, which is more realistic for them because they are at \$58,000.00 now. Mike K. said that makes it look worse for year three. Kim said as long as we know that number, we know it averages about \$60,000.00, so the increase in the long run is not really an increase. Tina said the Township can also negotiate with Hellertown. Mike K. said Lower Saucon council has to understand too, and maybe this wants to be stressed to Hellertown council, that expansion would be to provide services to Lower Saucon. We could absorb over the \$29,000.00, each year and still be saving money on what we normally spend. Joe said you can do that if you change items 4 and 5. Instead of splitting it

up between the Township and the Borough, have item 4 be an explanation of a two year transition and item 5 the ongoing costs. Kim said that might be too much. Jack said I think we should leave it. Robin said I like the idea about the projected costs scenario and if you want to underline or stress that in some way. Kim said for whoever is attending whatever meeting, when they say we are not paying anything more, we are not in this scenario, the three year average isn't really anymore. Robin said it is subject to negotiations between respective Councils. Joe said Jessica, did you get an average for Lower Saucon. Jessica said \$109,866.00.

Allan said what does item a, iii, FTE mean? Kim said full-time equivalent. You should probably spell that out as most people won't know what that means. Jessica said and say would need to be hired because that was a requirement.

Robin said I have a linguistic question for item 4, b, does curtail mean the same as ended? Kim said the word curtail is not the right word, it means cut back. Jack said eliminated. Lynn said discontinued would be better. Lynn said also, item number 4, item a, the first three words, "in the short term", verifies that, at some point, HAL would have about the same amount as BAPL. Kim said then do you start it with "Although HAL would never have this many". Jack said the HAL would never have 600,000. Kim said then you may need to say that because it is for that conclusion, it is understood. Jack said we are not racing to get to 600,000. Tina said I think the intended sentence was, there would be less materials available at the HAL than currently are available, because if there are more people going the library, then there are less books out. Kim said but this is a comparison directly between HAL and BAPL. Tina said the way I read that sentence was, if you take out the BAPL, I thought that was, if the switch happens, then HAL would have more materials right from the beginning because more people are checking out books. Jack said what about the suggestion to just take out "in the short term". Mike K. said a certain number of people are being served by BAPL and so many people by HAL, but how many things are there in circulation per person. The availability to people may not change if you go to BAPL, but you are competing with thousands of other people who may want the same book, here in Hellertown, you are competing with less people. Allan said they are talking about the variety of materials available. Mike said that's what I am saying; you may have the same variety. Allan said no, you wouldn't because you have a lot more books available. Kim said you won't have the same variety, you would have a better chance of getting the resources that is there because of the number, but the variety may not be available. Tina said I would be interested to see what the resources per cardholder would be. Mike said earlier Lynn was talking about how many multiple copies of a book are available for people from BAPL as opposed to maybe one or two copies that would be available from Hellertown, but who you are serving is a lot less in number than Bethlehem has to serve. Kim said I can't go the Hellertown library and find 7 books on architecture, I can find maybe one or two, but I can go to the BAPL and find 7, so the variety is better there. Allan said in my experience, you have to wait weeks to get a book. Lynn said in the short term, there would be less items per person at the HAL. Ali said not necessarily. Lynn said those are the first words, in the short term, that maybe what we are trying to say. Kim said I don't think so. If the population being served by Bethlehem is "x" and they have 10 copies of something, and I go to Hellertown and they have two copies and are only serving a fifth of the people, I have a better chance. Lynn said we aren't talking about gambling here, we are talking about the number of books in Hellertown vs. the number of books in Bethlehem. Kim said serving the number of people. Lynn said exactly, so all of sudden, January 1st or whenever it happens, everybody from Lower Saucon goes there, per person, per capita, there will be less number of books in the collection, not necessarily on the shelf. Ali said that is an assumption. Lynn said Jack, did you write this Executive Summary based on the information that had been gathered here. So the question to you is, what point were you trying to accomplish with item 4, a, so we get that right. Robin said maybe we don't need it. Jack said Cathy and I collaborated on it. Lynn said we can debate variations of it. Jack said what we are talking about were the resources that Hellertown has and the resources that Bethlehem has. In our discussions, there were two numbers. Jessica said I would just cross out "in the short term" because it is an important topic people have brought up, but I would like to look into what that resource number is. Mike said if you are talking about per person at Hellertown, you are talking about just Hellertown and Lower Saucon residents, but as soon as we move to the BAPL, we can't just talk about that population, we are talking about the entire population and what is available per head. Jessica said it might be an interesting data point. Allan said are we just going to cross out "in the short term". Kim said that is a statement and a

fact, there will be less materials available based on the size of the building and how much you can house and your budget that is a direct fact. Robin said maybe add that based on the size of the building, what you just said, to clarify the statement. Kim said it's more than just the building, its everything; it's not just one thing. Lynn said the way it is now, there is less, what will exist should this happen, there will be more. Jessica said I don't want to get into how that will impact the library resources because we don't know. The sentence as it is, is good, it is true. Kim said minus in the short term, if we get rid of that.

Kim said is there any part that we didn't touch on specifically that someone may have a comment on? Tina said the history, we did last meeting, and everything else is pretty straight forward, other than get the Access PA information in there, as that will be really beneficial, Robin will be getting that information. Lynn said item 4, c, "Lower Saucon Township residents would still be able to visit the BAPL". Kim said I would use the word utilize. Lynn said I was thinking utilize. Kim said yes, because everything is still available there. Kim said which is one of those things that a resident brought up; that there are programs that Hellertown residents will not be able to attend, which Janet Fricker did stand up at the podium and said no they can attend everything. Jessica said no she did not say that. Lynn said no, there are just some you can and some you can't. Jessica said a Hellertown resident can't just go with their Hellertown card they have to have a BAPL library card with a blue sticker on it for some programs. Ali said Hellertown can't get a blue sticker on their card. If I want to take my daughter to story time at BAPL I could not because I don't have a blue sticker on my Hellertown card. Kim said Hellertown residents can't get a blue sticker on the BAPL card? Everyone said no, you get a blue sticker on your home card, the HAL card. Kim said that was the confusion at the public meeting about the programs. Ali said the fact they do not have statistics for their programs. Kim said but I have a Bethlehem card with a blue sticker. Ali said right, but you are a Lower Saucon Township resident. If you have a HAL card you would not have get a blue sticker for the BAPL.

Tina said for the ex officio people, can we have our names in parentheses, or an asterisk behind our names and a note on the bottom to who is who. Lynn said can we put Allan down as an alternate. Alison said and David Dunlap. Jack said David, your title is District Consultant Librarian?

Kim said the motion is to accept the amendments that we made tonight to the draft report for the Saucon Valley Library Task Force report on the feasibility of consolidating library services at the Hellertown Area Library. Jack said we are going to present that final report to Township and Borough council and the Hellertown Area Library Board. Allan said, to restate, I make a motion that when you accept the draft copy with amendments of the Saucon Valley Library Task Force report on the feasibility of consolidating library service at the Hellertown Area Library and present the finding to the Hellertown Borough, Lower Saucon Council and Hellertown Library Board. Lynn said findings and conclusions. Tina made the motion, Allan seconded. All in favor, Lynn abstained.

### 3. Open Public Discussion

Alison said are we going to discuss amongst ourselves who will be at the meetings. Jack said there is a schedule on the table. Tina said can we elect at least one person to go to each meeting and if anybody else can go, please go. Kim said each committee needs to elect one representative from their committee at each of these meetings, so you need to decide on a committee wide basis who is going to which and then, of course, everyone is invited to each meeting. Tom said the more people we can get there, the more show of support, the better. Jack said what I would suggest for the meetings is we just go over the Executive Summary and answer any questions by committee. We can project it up on the screen for Council members to follow so all we need is somebody, one spokesperson, to present the Executive Summary. Next Wednesday is the first meeting here. Kim, you are the chair, if you would do that. Kim said that is not a problem. Jack said we started this process in January 2011, thank you all for being here every month and doing real great work. When Cathy and I did research about having a library study done and we contacted library consultants, what was the quote you got? Cathy G. said it was back in 2008 and it was close to \$30,000.00 to do the study. Jack said so you really should be proud of what you accomplished.

### 4. The meeting adjourned at 7:30pm.