

**Community Library of Castle Shannon**  
**Board of Trustees Meeting Minutes**  
**Thursday, February 10, 2022**

**Meeting:** President Arla Muha called the regular meeting of the Board of Trustees to order at 7:00 p.m.

**Opening:** The meeting opened with a prayer and the Pledge of Allegiance.

**Roll Call:** The following members were in attendance: Arla Muha, Janet Montgomery, Marian Randazzo, Jennifer Shushnar, Diane Fabry, Donna Phillips, Heather Myrah (Library Director), Excused: Donece Janiak.

**Meeting Minutes:** The minutes of the January 13, 2022 trustee meeting were presented. Marian Randazzo motioned to approve the minutes. Janet Montgomery seconded; all in favor, motion carried.

**Library Finance Report:** The Library Finance Report as of January 31, 2022 was reviewed. Donna Phillips motioned to approve the report. Marian Randazzo seconded; all in favor, motion carried.

**Castle Shannon Library Children and Youth Services Report:** Amber Morgan-Opitz, the Children and Youth Services Coordinator, who was not in attendance, did provide the board with a Youth Service Department goals report. It is noted that all children's programming is virtual for the month of February. The website for the Youth Services Department is being enhanced and planning for the summer reading program has begun.

**Library Director's Report:** Heather Myrah presented her February, 2022 update report for the board. The report included patron participation numbers for library programs, schedule information for current and upcoming adult programs, and dates for upcoming professional meetings. General board notes related to specific library operations and issues were also presented and discussed. Highlights include:

- A new library page, Erin Anderson, was hired in a part-time capacity to replace the previous employee.
- Two fundraisers for the library were held.
- Ms. Myrah is in the process of seeking a person to build a blessing box/pantry to be placed outside of the library.
- IRS forms and instructions are now available at the library.
- The library printer/copier was upgraded and installed; new receipt printers and scanners at the circulation desk computers were purchased and installed.
- Ms. Myrah will be on vacation from Thursday, February 17<sup>th</sup> through Thursday, February 24<sup>th</sup>.

**Report of President and/or Trustees:** None.

**Policy Work:** None.

**Report of Standing Committees:** None.

**Old Business:** Board members, Arla Muha, Janet Montgomery, Marian Randazzo and Donna Phillips discussed and completed the 2021 professional evaluation of the Library Director, Heather Myrah. Board members, Jennifer Shushnar and Diane Fabry were dismissed by Arla Muha and excused from participation because their terms started later in 2021. This evaluation task was carried over to February, 2022 because of the board meeting cancellation in January.

**New Business:** The Castle Shannon Borough Council asked that current board members confirm the term dates for which they are currently serving, continuing, or will be soon expiring. Ms. Myrah is checking into this information and will update the board accordingly.

**Friends Report:** None.

**Adjournment:** There being no further business to come before the Board, Janet Montgomery moved to adjourn the meeting at 8:00 pm. Donna Phillips seconded; all in favor, motion carried.

Respectfully submitted,  
Donna Phillips