

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
Thursday, January 13, 2022

Meeting: Janet Montgomery, who presided, 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: Janet Montgomery, Marian Randazzo, Jennifer Shushnar, Diane Fabry, Heather Myrah (Library Director), Amber Morgan-Opitz (Children and Youth Services Coordinator). Excused were: Board President Arla Muha, Donece Janiak, and Donna Phillips.

Meeting Minutes: The minutes of the December 9, 2021 trustee meeting were presented. Janet Montgomery motioned to approve the minutes with corrections*, Marian Randazzo seconded; all in favor, motion passed unanimously.

Library Finance Report: The Library Finance Report as of December 31, 2021 was reviewed. Jennifer Shushnar motioned to approve the report; Marian Randazzo seconded; all in favor, motion passed unanimously.

- The report has a new and improved format.
- The materials budget for the library has been increased.
- Noted: \$3,000 expenditure for the EI Network; \$5,000 donation from the Jack Buncher foundation.

Castle Shannon Library Children and Youth Services Report: Amber Morgan-Opitz, the Children and Youth Services Coordinator was in attendance and shared the following information:

1. The website for the Children's and Youth Department is currently being updated.
2. More virtual programming is being added (video recordings) to be more inclusive for participants.
3. The teen and tweens programs had only one student participant last month.
4. Craft kits are being purchased for elementary students (including mini-easels, canvases). Student artwork will be displayed in the library.
5. More activities will be provided for children at home.
6. Focusing on keeping the momentum for patron participation in library activities is a priority.
7. The picture books in the library will be stickered so they are easier to find; the next big project is classification of the holiday collection in the online system.
8. Myrtle Elementary School and Keystone Oaks High School have new Librarians. Myrtle Elementary School hosted a 2nd grade reading time.
9. Local schools have distributed Chromebooks to students and this is potentially keeping students from coming to the library.
10. A maker space area in the library is being implemented – this is a popular activity for children to socialize; there will also be a tote bin containing leftover craft materials available for children.
11. Parents are still coming to the library to read to children.
12. South Hills Catholic Academy will be contacted to discuss library programming available for students.

Library Director's Report: Heather Myrah presented her January, 2022 Board Update report. 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 from the discussion included:

1. Social distancing is still being practiced at the library.
2. Programming: A virtual "cook the book" event was held via Zoom. Participants distributed samples of their food cooked at home and afterwards discussed the food and recipes via Zoom.
3. A part-time library page is being hired. This is a priority due to the impact of not having coverage for Saturday on a bi-monthly basis.
4. N95 and K95 masks are being ordered.
5. Delivery of library materials in the county has been delayed due to staffing illness.
6. Possible upcoming library program: The Castle Shannon Crawl in February.
7. A thank you letter from a library staff member, who received a pay raise, was shared with board members.

Report of President and/or Trustees: None.

Policy Work: None.

Report of Standing Committees: None.

Old Business: None.

New Business None.

Friends Report: None.

Adjournment: There being no further business to come before the Board, Marian Randazzo moved to adjourn the meeting at 8:15 p.m., Diane Fabry seconded; all in favor, motion carried.

Respectfully submitted,

Donna Phillips
Board Secretary

***Corrections to the 12/9/21 board meeting minutes:**

1. Library Director's Report:

- **CORRECTION:** Suggestion was made that the "Friends of the Library" group (not Castle Shannon Borough) take over managing and implementing the "Santa's Breakfast" event held yearly at the library.