

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
Thursday, March 3, 2022

Meeting: Janet Montgomery, presided and 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, Donece Janiak, Marian Randazzo, Jennifer Shushnar, Diane Fabry, Donna Phillips, Heather Myrah (Library Director), Absent/Unexcused: Arla Muha.

Meeting Minutes: The minutes of the February 10, 2022 trustee meeting were presented. Marian Randazzo motioned to approve the minutes. Donna Phillips seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report as of February, 2022 was reviewed. Jennifer Shushnar motioned to approve the report. Diane Fabry 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 that covered February 10th – March 3rd program information. Spring programming and special programming information is being now being offered. The summer reading program will begin with a kick-off party on June 9th at Noon. The theme for the upcoming summer reading program is “Oceans of Possibilities”. Donna Phillips noted that the youth services website needed to be updated to reflect spring programming and that February virtual programs were still posted.

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:

- National Library Week begins April 3rd and ends April 9th. The library will recognize the week with a family art show. Art kits for children are being provided by the library and include an easel, canvas and paints.
- Ms. Myrah continues with seeking a person to build a blessing box/pantry to be placed outside of the library.
- The library printer/copier was upgraded and purchased; but there is a two-month delay for installation.

Report of President and/or Trustees: None.

Policy Work: None.

Report of Standing Committees: None.

Old Business: The professional evaluation of the Library Director will soon be completed and summarized to be shared and discussed with the library director.

New Business: The Castle Shannon Borough Council asked that the current library board of trustees confirm the term dates for which they are currently serving, continuing, or expiring. The term dates were confirmed as follows:

- Arla Muha (President) current term started January, 2020, and ends December, 2022.
 - Janet Montgomery (Vice President) current term started January, 2019, and ends December, 2021.
 - Donna Phillips (Secretary) current term started January, 2020, and ends December, 2022.
 - Donece Janiak (Member at Large) current term started January, 2020, and ends December, 2022.
 - Diane Fabry (Member at Large) current term started December, 2021, and ends December, 2024
 - Jennifer Shushnar (Member at Large) current term started December, 2021, and ends December, 2024.
 - Marian Randazzo (Borough Council Liaison Member) current term started January, 2021, and ends December, 2023.
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- Janet Montgomery, Vice President, submitted to the board her letter of resignation effective March 3, 2022.
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- Mrs. Phillips, who currently serves as the board secretary, suggested that the secretary/treasurer title and/or designation be updated and the “treasurer” aspect of the title be removed. For many years now, the board of trustees has not had any direct contact with library money or finances outside of reviewing the library’s monthly financial expenditure reports and reviewing for approval the annual budget proposals for the library. It was suggested that Mrs. Phillips share this concern with the Castle Shannon borough president and manager for feedback.
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- Mrs. Phillips inquired about the fluctuation of monthly spending related to adult reference books, audio books and children’s books that has taken place over the past two years.

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