

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
Thursday, April 7, 2022

Meeting: Donna Phillips 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: Donece Janiak, Marian Randazzo, Jennifer Shushnar, Diane Fabry, Donna Phillips, Heather Myrah (Library Director).

Meeting Minutes: The minutes of the March 3, 2022 trustee meeting were presented. Diane Fabry motioned to approve the minutes. Marian Randazzo seconded; all in favor, motion carried.

Donna Phillips suggested adding the minutes to the borough and library websites. Ms. Myrah noted the borough website has network security features, and therefore, should only be posted on the library website beginning with the January 2022 minutes.

Library Finance Report: The Library Finance Report as of March was reviewed. Marian Randazzo motioned to approved. Jennifer Shushnar 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 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”.

Library Director’s Report: Heather Myrah presented her March, 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 continues through April 9. There are 63 pieces of artwork currently on display in the CLCS as part of an art show to celebrate National Library Week.
- 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. It was installed in March.
- The library app is now available to download. Mobile printing will be available for patrons to use at the end of April.

Report of President and/or Trustees: None.

Policy Work: None.

Report of Standing Committees: None.

Old Business: None.

New Business:

- The resignations of board members Arla Muha (President) and Janet Montgomery (Vice President) were accepted and approved.
- Marian Randazzo nominated Donna Phillips for President. Donna Phillips accepted the nomination.
- Donna Phillips nominated Marian Randazzo as Vice President. Marian Randazzo accepted the nomination.
- Marian Randazzo nominated Diane Fabry for Secretary. Diane Fabry accepted the nomination.
- Ms. Myrah is going to send Arla Muha a \$100 gift certificate to QVC as a thank you for her service as President and Janet Montgomery a \$100 Visa gift card as a thank you for her service as Vice President.
- The library board will begin advertising for two new board members to fill the current vacant positions. The current informational application was revised for anyone that it is interested in applying.
- Mark Heckman from Borough Council attended the meeting to discuss some plans to upgrade the physical areas around the library. Some highlights of improvements include: curb appeal of the library; directional signage in the community; re-pave sidewalks and upgrade lighting in the back driveway; removing the dumpster; and placing a mural in the alleyway. A digital marquee for the front of the library was also discussed. An outdoor staging area was also discussed. The completion goal is Summer of 2023.
- It was discussed that all board members should rotate their attendance at borough meetings beginning in September, 2022.
- Library board meeting minutes will now be posted on the library website beginning with the minutes of the January, 2022 meeting.

Friends Report: None.

Adjournment: There being no further business to come before the Board, Marian Randazzo moved to adjourn the meeting and Donece Janiak seconded; all in favor, motion carried. Board adjourned at 9:00 p.m.

Respectfully submitted,

Diane Fabry
Board Secretary