

**Community Library of Castle Shannon**  
**Board of Trustees Meeting Minutes**  
**Thursday, June 2, 2022**

**Meeting:** Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM.

**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 May 5, 2022, trustee meeting was presented. Jennifer Shushnar motioned to approve the minutes. Marian Randazzo seconded; all in favor, motion carried.

**Library Finance Report:** The Library Finance Report as of May 2022 was reviewed. Jennifer Shushnar motioned to approved. 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 provided the Board with a Youth Service Department goals report that covered program information. The Summer Reading Program will begin with a kick-off party on June 9<sup>th</sup> at Noon. The theme for the upcoming summer reading program is “Oceans of Possibilities”.

**Library Director’s Report:** Heather Myrah presented her May 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 from the discussion included:

1. Copies of the CLCS State Report were provided to members for detailed review and further discussion in the future.
2. The Library Director has finalized the design of a library survey and it will be announced and available soon for patrons to participate via online and paper versions. A date to close the survey has not been decided. The online version of the survey was designed using the Lime survey platform and that will be the platform where the responses are stored and organized via graphs to analyze and apply patron feedback.

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

**Policy Work:** None.

**Report of Standing Committees:** None.

**Old Business:** None.

**New Business:**

- Janelle Filson and her daughter did a presentation/proposal to build and install a Blessing Box at the Library. At the conclusion of the presentation, Marian Randazzo motioned to approve and move forward with the project and Jennifer Shushnar seconded; all in favor, motion carried. Note: Prior to the start of the project, the topic will be discussed to share information at the Castle Shannon borough meeting in June. The target date for completion of the project (pending approval and availability of utility companies for digging, etc.) is the end of July. This may be pushed back further due to summer schedules of all project entities involved.
- A part-time Program Coordinator position was posted several months ago. The Library Director was asked to fill this position soon and the Board strongly recommended that the new hire have website development experience to support the Library Director who is currently in training to learn Word Press website development and to manage and maintain the Library website.
- The Library Survey will be available online as well as paper. The paper copies will be available at the Summer Reading Kickoff Party.
- The Board of Trustees interviewed Mrs. Laura Heckmann for one of the two open Board of Trustees positions. Mrs. Heckman was offered the position and she accepted. Donece Janiak motioned to approve her joining the Board of Trustees; Marian Randazzo seconded; all in favor, motion carried.

**Friends Report:** None.

**Correspondence:** None.

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

Respectfully submitted,

Diane Fabry  
Board Secretary