

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
December 1, 2022

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:05 PM

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Diane Fabry, Laura Heckmann, Donece Janiak, Donna Phillips, Marian Randazzo, Jennifer Shushnar, and Library Director, Heather Myrah.

Meeting Minutes: The minutes from the November 2022 Board of Trustees meeting were presented. Marian Randazzo motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for November 2022 was reviewed. Jennifer Shushnar motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah presented her November 2022 update report for the Board. Ms. Myrah also shared that the Children's and Youth Services Librarian will be attending the January 2023 meeting.

Children's and Youth Services Report: Winter programs were reviewed and discussed.

Old Business: None.

New Business:

- Approval of the 2023 Library Budget (including extra RAD Funding)
- Board Member terms ending in December 2022: Donna Phillips and Donece Janiak. Nominations for their membership to continue were accepted. A formal vote will be held at the January 2023 meeting.
- If there is inclement weather occurring on the day of a scheduled board meeting, it will be considered to move the meeting to a virtual format via Zoom.

Correspondence: None

Unfinished Business:

- Status of the social media position—the position continues to be posted in the library, on the library website and on Facebook
- Updating the Library Strategic Plan; Mission & Vision Statements; Core Values and Diversity and Inclusion policy

Adjournment: At 8:40pm, Mary Craig motioned to adjourn the meeting. Donece Janiak seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
November 3, 2022**

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:05 PM

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Diane Fabry, Laura Heckmann, Donece Janiak, Donna Phillips, Marian Randazzo, Jennifer Shushnar, and Library Director, Heather Myrah.

Meeting Minutes: The minutes from the October Board of Trustees meeting were presented. Jenn Shushnar motioned to approve. Donece Janiak seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for October was reviewed. Jenn Shushnar motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Director's Report: Heather Myrah presented her October 2022 update report for the board.

Children's and Youth Services Report: Winter programs were reviewed and discussed.

Old Business: None.

New Business:

- Little Free Pantry has been installed behind the library.
- Approval of the 2023 Library Budget with changes to amounts in expenditures lines 456.13 and 456.133; Mary Craig motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.
- Approval of costs related to outdoor renovations in the amount of \$60,000; Marian Randazzo approved. Jenn Shushnar seconded; all in favor, motion carried.
- Mrs. Myrah's professional self-evaluation begins November 2nd and ends November 30th, 2022.
- Board member information was updated. Each board member reviewed their information and signed the document to verify it is correct.
- Phone system upgrades – Mrs. Myrah is upgrading the library phone system to allow for three individual extension lines, voicemail, and recorded library information.
- Jenn Shushnar asked that we more formally move through the process of motioning to approve or oppose by clearly acknowledging and recording accurate "yay" and "nay" votes to carry the motions.

Correspondence: The library will make a donation of \$25 towards the Castle Shannon Community Light-Up Night. Mary Craig motioned to approve the \$25 donation. Laura Heckmann seconded; all in favor, motion carried.

Announcements:

Adjournment: At 9:15pm, Marian Randazzo motioned to adjourn. Jenn Shushnar seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
October 6, 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, Laura Heckmann and Heather Myrah (Library Director).

Meeting Minutes: The minutes of the September 2022 library board meeting were presented. Marian Randazzo motioned to approved. Jennifer Shushnar seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for September, 2022 was reviewed by the board members. Jennifer Shushnar motioned to approved. Laura Heckmann seconded; all in favor, motion carried.

Library Director's Report: Heather Myrah presented her September 2022 update report for the Board.

Children's and Youth Services Report – Fall programs reviewed and approved.

Old Business: None.

New Business:

- Status of library website: Password updated for EIN Network; website (attachments?) almost phishing and malware free.
- Little Free Pantry: the pantry project will now be proposed to the Borough of Castle Shannon Department of Public Works.
- No-show interview candidate from 9/1/22 – The candidate forgot about the meeting, and although still interested, Donna Phillips will let her know that the Board decided to move forward with another candidate. It was decided to approve Mary Craig as the next board member.
- November Pot Luck at the Library is Friday, November 4th starting at 5:30 PM. Afterwards, the Library will be open for families to explore.
- Mrs. Myrah presented her recommendations for the 2023 dates/days of Library closures and Board of Trustees meetings. Mostly approved, the two following dates were questioned and need further consideration by board members for potential change: Tuesday, December 26th 2023 and Tuesday, January 2nd, 2024. Marian Randazzo motioned to approve the dates with consideration for possible changes. Donece Janiak seconded; all in favor, motion carried.

Correspondence: None.

Announcements:

- Halloween activities at the library – Sunday, October 23rd begin at 1pm.

Adjournment: At 8:30pm, Marian Randazzo motioned to adjourn. Jennifer Shushnar seconded; all in favor, motion carried.

Respectfully submitted,
Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
September 1, 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, Laura Heckmann and Heather Myrah (Library Director).

Meeting Minutes: The minutes of the July 7 special board of 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 August was reviewed. Jennifer Shushnar motioned to approved. Marian Randazzo seconded; all in favor, motion carried.

Library Director's Report: Heather Myrah presented her August 2022 update report for the board. It was reviewed and approved. Jennifer Shushnar motioned to approved. Laura Heckmann seconded; all in favor, motion carried.

Children's and Youth Services Report – Summer programs summary was reviewed.

Old Business: None.

New Business:

- **PRIORITY:** The library website has been designated by four major security vendors as hosting malicious and phishing content that includes educational materials, media sharing and blogs. This has been brought to the attention of the Library Director who has been given the task of finding the origin of this problem by November 1, 2022 and confirming the library website and all of the attached information is safe and not affecting patrons who access the website and affiliated links and attachments. This cyber threats also includes social media communications sent by the library to (patron) personal email address
- Katie Stringent, CS Borough Manager: presentation regarding library improvements, purchasing signage
- Little Free Pantry updates – Heather has made numerous attempts to reach Janell Filson regarding the update on the Girl Scouts completing the Little Free Pantry. She will send a letter on Tuesday, September 6 asking her to respond within 30 days or the project will be moved on to someone else to be completed.
- Library Director community survey results (based on feedback from 200 surveys completed and submitted by library patrons and the community). The PowerPoint presentation will be sent to the board of trustee via email.

Correspondence: None.

Adjournment: 9:00.

Respectfully submitted,

Diane Fabry
Board Secretary

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

Meeting: Donna Phillips presided and called the special 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, Laura Heckmann and Donna Phillips. Excused: Heather Myrah (Library Director)

Meeting Minutes: The minutes of the June 2, 2022 trustee meeting were presented. Marian Randazzo motioned to approve the minutes. Jennifer Shushnar seconded; all in favor, motion carried.

Financial Expenditures for June, July, and August These were reviewed. Marian Randazzo motioned to approve the expenditures. Donece Janiak seconded; all in favor, motion carried.

Current and New Business:

- a. Review, approve, and vote on the new Library Director job description. This will take effect immediately. Diane Fabry motioned to approve, and Jennifer Shushnar seconded; all in favor, motion carried.
- b. The Board of Trustees will be on Summer Hiatus for the month of August. We will reconvene for our next board meeting on Thursday, September 1, 2022.
 1. At this next board meeting, there is an interview scheduled with a candidate who applied for the open seat on the board. That interview will start at 6:30 PM (30 minutes before the start of the regular board meeting at 7:00 PM). Please plan to attend if you are available. A copy of that resume is attached for your review and reference.

Correspondence/Suggestion Box: None

Report of the President/or Trustees: None

Policy Issues: None

Unfinished Business: None

Articles of Interest: None

Announcements: None

Adjournment: At 7:45 pm, Marian Randazzo motioned to adjourn. Jennifer Shushnar seconded. All in favor; motion carried.

Respectfully submitted,

Diane Fabry
Board Secretary

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 9th 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

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
Thursday, May 12, 2022

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM. Ms. Myrah joined the meeting at 7:30

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 April 7 trustee meeting were presented. Marian Randazzo motioned to approve the minutes. Jennifer Shushnar seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report as of April 2022 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. 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 April, 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:

- Meeting with Senator Brewster’s Office was held on May 10th.
- Library Advisory Council meeting was held today, Thursday, May 12th.

Report of President and/or Trustees: None.

Policy Work: None.

Report of Standing Committees: None.

Old Business: None.

New Business:

- Allegheny County Library Association created a Community Responsiveness Survey which was discussed
- There have been some glitches with the library's website that are still not resolved but being worked on
- Fundraising for the Library was discussed. Currently, there are none planned except for the most recent one at Chipotle.
- Janelle Filson and the Girl Scouts have offered to build a blessing box to be placed at the library.
- Amber Morgan-Opitz will attend the June 2nd meeting to discuss the summer programs as well as any other updates.
- A part-time Program Coordinator position was posted and will be until filled.

Friends Report: None.

Correspondence:

- Thank You notes from Arla and Janet were received. Ms. Myrah will scan and send them to the board to read.
- A letter and resume of an applicant for one of the Board of Trustee position was received and copies given to the board to review. It was agreed that Donna will reach out to her to schedule an interview for the position.

Adjournment: There being no further business to come before the Board, Marian Randazzo moved to adjourn the meeting and Jennifer Shushnar seconded; all in favor, motion carried. Board adjourned at 9:03 pm.

Respectfully submitted,

Diane Fabry
Board Secretary

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

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.
-
- Janet Montgomery, Vice President, submitted to the board her letter of resignation effective March 3, 2022.
-
- 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.
-
- 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

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 17th through Thursday, February 24th.

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

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.