

**Community Library of Castle Shannon**  
**Board of Trustees Meeting Minutes**  
**April 13, 2023**  
**(Changed from April 6 due to scheduling conflicts)**

**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 the Pledge of Allegiance.

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

**Meeting Minutes:** The Minutes from the March 2023 Board of Trustees meeting were presented. Mary Craig motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

**Library Finance Report:** The Library Finance Report for March 2023 was reviewed. The Board requested additional details on Programs/Public Relations expenses for the next meeting. Marian Randazzo motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

**Library Director's Report:** Ms. Myrah had a conflict and was unable to attend the rescheduled April meeting. She provided the Board with electronic and paper copies of her March 2023 report for review.

**Children's and Youth Services Report:** The March 2023 summary of services was reviewed. The Board discussed the potential to increase offerings for teens and whether there may be opportunities to offer some Saturday activities in the winter months. These recommendations were tabled until the patrons' survey results are tabulated and reviewed.

**Old Business:**

- Library Satisfaction Survey
  - Donna Phillips had earlier provided the Board with the link to the current 28 survey results.
  - Marian Randazzo shared that additional feedback may be received now that the Castle Shannon newsletter has been distributed. The newsletter includes an article about the library and how community members can participate in the survey.
  - The Board will review the findings at a future meeting after the survey is closed and results are tabulated.

**New Business:**

- Strategic Planning Document (2023 through 2026)
  - Donna Phillips provided an initial draft for the Board's consideration.
  - The Board discussed the proposed 4 pillars and objectives.
  - Consensus was reached that all Board members need to have time to review the plan and provide input.
  - The Board agreed to review the draft, identify implementation goals and come prepared to discuss at the May meeting.
- Board Self-Evaluation
  - The Board agreed to use the Board Self-Evaluation Questionnaire provided by Donna Phillips and to bring their completed tools to the May meeting.
- Mission, Vision and Core Values
  - The Board reviewed the current mission, vision and core values of the library.
  - Agreement was reached to update these statements to better align with the proposed strategic plan.
  - Considerable time was spent discussing and creating the initial drafts. These will be circulated among all Board members for input.
- Diversity and Inclusion Training for staff and Board members
  - Agreement was reached to add this goal to the strategic plan.

**Correspondence/Suggestion:** None presented for discussion.

**Adjournment:**

At 8:55 PM, Marian Randazzo motioned to adjourn the meeting. Mary Craig seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, acting on behalf of Diane Fabry, Board Secretary