

**Community Library of Castle Shannon**  
**Board of Trustees Meeting Minutes**  
**June 1, 2023**

**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, Donna Phillips, Donece Janiak, Marian Randazzo, Jennifer Shushar, Heather Myrah, Library Director.

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

**Library Finance Report:** The Library Finance Report for May was reviewed. Marian Randazzo motioned to approve. Donece Janiak seconded; all in favor, motion carried.

Due to the summer break, July and August Financial Expenditures were reviewed and approved.

**Library Director's Report:** The report was reviewed and approved.

**Children's and Youth Services Report:** Amber Morgan-Opitz attended the Board Meeting and discussed the Summer Reading program themed "All Together Now". The program begins Friday, June 9th. Other children and teen programs were discussed.

**Old Business:** None.

**New Business:**

- Library Satisfaction Survey
  - Overall results and summary were reviewed. This will be revisited at the September meeting.
- The Board reviewed the Library Director's Quarterly Report for status of work expectations/timeline.
- Library statements
  - The new Mission, Values, and Core Statement were adopted and approved.
- Program spending and detailed list of monthly expenditures
  - Mrs. Myrah provided detailed information related to monthly expenditures. The Board asked Mrs. Myrah to continue providing this information.
- ACLA celebrating our Communities Grant
  - The requested amount was approved.
- Board Self-Evaluation review and Strategic Plan
  - Will be further discussed and reviewed in September.
- Strategic Plan 2024-2026
  - Will be further discussed and reviewed in September.

**Correspondence/Suggestion:** None for this discussion

**Continued Business:**

- Diversity and Inclusion training for library staff and board members
  - Will be further discussed in September

**Adjournment:** 9:05 PM Marian Randazzo motioned to approved. Mary Craig seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary