

Community Library of Castle Shannon

Board of Trustees Meeting Minutes

September 7, 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 reading of the Mission Statement and Pledge of Allegiance.

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

Meeting Minutes: The Minutes from the June 2023 Board of Trustees meeting were presented. Jennifer Shushnar motioned to approve. Mary Craig seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports (with spending variances) for July and August 2023 were reviewed. Diane Fabry motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

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

Old Business: None for this discussion

Current and New Business:

- September is Love Your Library Month
 - Donations In Memory of Helen McGervey will be used to make a Young Adult section
 - Jack Buncher Foundation provided a gift match for all donations
 - LYL donations have already reached \$1,700 -great start.
- Summer Reading Program (June 9th – August 10th)
 - Amber Morgan-Opitz provided a summary of the program. Participation was down from last year, but the participation results were overall positive
 - Ms. Morgan-Opitz will be attending the October board meeting.
- Library Renovations
 - Bike rack and concrete installation is complete
 - Library sign forthcoming
- Social Media Posting & Guidelines
 - Events and activities are posted on the Library Facebook page, Instagram, and X in order to promote our services and programs
- October Halloween celebrations
 - Friends of the Library will have a table at the event.
 - Full planning for the event is in progress.
- November Library sponsored fundraiser
 - Vendor & Craft Fair – Saturday, November 18 from 10:00 am – 3:00 pm
 - Continue seeking for vendors and crafters
 - Volunteers are needed at the event
 - More information detailing volunteer duties will be discussed at the October meeting
- The Library Director prepared a draft of the 2024 library closure dates. The Board of Trustees reviewed the dates and will continue with final decisions at the October board meeting. The primary goal is to provide patrons with adequate access to the Library and holiday closures for staff members to be with their family.

Correspondence/Suggestion: Correspondence was received from two library patrons acknowledging the great work of library staff.

Continued Business:

- Diversity and Inclusion training for library staff and board members
 - A discussion at the October meeting on what training courses or seminars are available for staff and board members.
- Library Strategic Plan for 2024-2026
 - To be discussed at the October meeting
- Board Self-Evaluation
 - To be discussed at October meeting

Adjournment: The board meeting adjourned at 9:00 PM. Jennifer Shushnar motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

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