

**Community Library of Castle Shannon**  
**Board of Trustees Meeting Minutes**  
**January 4, 2024**

**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, Diane Fabry, Laura Heckmann, Donna Phillips, Jennifer Shushnar, Marian Randazzo, Heather Myrah - Library Director

**Public Comment:** Donelle Mayausky, a staff member of the library and a resident of the community, attended and commented on the outstanding merits of Heather Myrah's performance in her daily work.

**Meeting Minutes:** The Minutes from the December 2023 Board of Trustees meeting were presented. Diane Fabry agreed to make the necessary edits and send to Heather Myrah for posting to the library website. Jennifer Shushnar motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

**Library Finance Report:** The Library Finance Reports for December 2023 were reviewed. Marian Randazzo motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

**Library Director's Report:** Heather Myrah provided a summary of the activities that will occur during January 2024 as well as some future activities that are being planned. A Winter Reading Challenge began January 1 and will continue through February 29, 2024. Participation can be done individually or as a family. All completed sheets are due March 2, 2024 to be entered into the prize drawing. Prize winners will be drawn and notified on March 8, 2024.

As part of her ongoing community outreach initiatives, Heather provided to us an informational flyer listing library hours, services, and resources that she created for handing out to Castle Shannon Borough business owners when she visits their establishments in the next month or two. Hopefully, these business owners will post the flyer inside their stores.

**Children and Youth Services Coordinator's Report:** Amber Morgan-Opitz provided a 2023 year summary of all programs held and their attendance numbers. She also provided her 2024 Professional Goals which include:

- Purchase new bookshelves for the Juvenile Graphic Novels and the DVDs.
- Purchase new tablet devices for the Children and Youth Services Programs because the current two Kindle Fire Tablets no longer hold a charge. Also, they are needed for many of the STEM Program activities.
- Target, attract, and welcome a consistent group of teens to engage in age appropriate library programming.
- Refresh the Children's Area of the library by supervising the painting of walls and personally affixing colorful decals.

**Old Business:**

- None for this discussion

**Current and Upcoming Business:**

- Reorganization, nomination, and election of Officers.
  - The Board appointed Marian Randazzo to fill Donece Janiak's vacant Board seat. Marian Randazzo accepted the appointment and the term ending December, 2025. The Board re-elected Marian Randazzo to continue serving in her current position as Vice-President of the Board of Trustees. Marian Randazzo accepted the position.

- Options for outreach and possible change in procedure to fill current Board seat.
  - No appointment yet for the Castle Shannon Borough Council Representative to the Library Board of Trustees. The Board discussed options on how to assist with the process; however, decided to wait until Council appoints the new Library Board Liaison for the term beginning January, 2024 and ending December, 2026.
- Organizing and delegating the work to update the Board of Trustees By-Laws.
  - This workload will be reviewed and discussed in greater detail at the February Board of Trustees meeting.
- Reflecting on 2023 Board accomplishments and creating tangible goals for 2024.
  - Deferred tasks until February Board of Trustees meeting.
- Patron privacy for printing and copying.
  - Copying is self-service; therefore, no privacy concerns stated at this time.
  - When a patron prints from the computer, payment is made at the front desk and staff retrieves the printed information and gives to the patron with the paper(s) turned upside down.

**Correspondence/Suggestion:** Christmas cards were received from Janet Montgomery, former Board of Trustees Vice President, as well as from a member of the Community. Anne New, previous Library Director, also sent a letter.

**Adjournment:** 8:50 PM. Marian Randazzo motioned to approve; Jennifer Shushnar seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary