

**Community Library of Castle Shannon**  
**Board of Trustees Meeting Minutes**  
**December 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 Pledge of Allegiance.

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

**Meeting Minutes:** The Minutes from the November Board of Trustees meeting were presented. A few edits will be made and saved as PDF. Mary Craig motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

**Library Finance Report:** The Library Finance Reports for November 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.

**Children and Youth Services Report:** The report was reviewed and approved.

**Old Business:**

- None for this discussion

**Current and Upcoming Business:**

- Library Director annual evaluation – Friday, December 15<sup>th</sup> at 6:00 PM in the library
- Vendor and Craft Fair fundraising proceeds
  - The Board suggested to Mrs. Myrah that she publicly inform and acknowledge patrons (either via Facebook, Library website and/or Constant Contact) that the Vendor and Craft Fair was a success, and that the proceeds (approximately \$1,300) will be used to purchase something to enhance the library that is appropriate for all patrons.
- RAD Funding Formula's Current Factors (ACLA to work on revising the formula in 2024)
  - Algorithm: Base Factor, Distress Factor, Performance Factor, Capacity Factor

**Library Strategic Plan:** The Board, along with Donelle Mayausky and Amber Morgan-Opitz - Children's Library Director, collaborated and completed each pillar of the new strategic plan. Mary Craig motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

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

**Adjournment:** At 8:55pm, Jennifer Shushnar motioned to approve; Mary Craig seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary