

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
January 5, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:05 PM

Opening: The meeting opened with the Pledge of Allegiance.

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

Meeting Minutes: The minutes from the December 2022 Board of Trustees meeting were presented. Marian Randazzo motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for December 2022 was reviewed. Jenn Shushnar motioned to approve. Mary Craig seconded; all in favor, motion carried.

Library Director's Report: Heather Myrah presented her December 2022 update report for the board.

Children's and Youth Services Report: Amber Morgan-Opitz attended the meeting and discussed the December Youth Services program and gave a summary of attendance. Ms. Morgan-Opitz also discussed how she is organizing displays.

Old Business: None.

New Business:

- Board members vote to renew terms for Donece Janiak and Donna Phillips
 - The board vote was conducted via secret ballots; Marian Randazzo collected and counted the ballots for the Board; the vote resulted unanimously in favor of Donece Janiak renewing her term as a Member-at-Large for another three years and Donna Phillips renewing her term as Board President for one year.
- Castle Shannon Library 2023 closures were discussed and compared with the closure amounts for other libraries in Allegheny County. It was decided that this topic would be revisited at the February, 2023 board meeting to allow for a more thorough analysis and possible revisions.
- Library PA Forward Gold Star Status: The work process for the Library Director and Staff to achieve this current status was discussed.
- Library credit card system: storing and protecting patron personal & financial information
 - Square reader will be encrypted. Staff will not be able to see any information.
 - Minimum of \$5.00 purchase will be required for patrons to use
- All Board meeting minutes for 2022 will be saved as one document and added to the website.

Correspondence: None

Ongoing Business:

- Updating the Library Strategic Plan; Mission & Vision Statements; Core Values and Diversity and Inclusion policy. This will be discussed at a later date.

Adjournment: At 9:10 Marian Randazzo motioned to adjourn. Donece Janiak seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary