

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
March 2, 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, Laura Heckmann, Donna Phillips, Marian Randazzo, Jennifer Shushnar, and Library Director, Heather Myrah. Donece Janiak - excused.

Meeting Minutes: The minutes from the February 2023 Board of Trustees meeting were presented. Jennifer Shushnar motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for February 2023 reviewed. Diane Fabry motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah presented her February 2023 update report for the Board.

Children's and Youth Services Report: February 2023 summary of services was reviewed. Amber Morgan-Opitz will begin attending the board meetings on a quarterly basis (March, June, September, December).

Old Business: None.

New Business:

- Reducing the amount of holiday-related library closure days
 - Follow-up with Marian Randazzo (liaison between the Library and Castle Shannon Borough)
 - The Library is administratively managed by Castle Shannon Borough, but otherwise an independent entity.
 - The Library's hours/days of operation and holiday schedule are not determined by Castle Shannon Borough hours/days of operation.
 - The Board of Trustees, in coordination with the Library Director, will set the library operations and holiday closure schedule.
- Newsletter Article – Review and Approve
 - Marian Randazzo drafted a newsletter introducing the board members. The article will be published in the summer edition of the Castle Shannon magazine.
- Library Satisfaction Survey – Some questions will be revised before it is posted.
- Diversity and Inclusion Policy – Mary Craig drafted an updated version of the policy. Board members and the CS Borough Solicitor reviewed and approved. The policy will be posted on the library website.
- Board members will increase their participation in Library events.
- Performance Evaluations for all library staff will be implemented.
- National Library Week is April 23 – 29, 2023
- Board members reviewed the 2022 CLCS State Report.
- Renovations to the outdoor areas of the library are scheduled to begin this Spring.
- **As of April 23, 2023 the Castle Shannon Library will be eliminating overdue library fines. The goal is to increase access to the library and minimize barriers for all patrons.**

Adjournment: At 8:56 PM, Marian Randazzo motioned to adjourn the meeting. Jennifer Shushnar seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary