

**Community Library of Castle Shannon**  
**Board of Trustees**  
**Meeting Minutes**  
**May 4, 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, Donna Phillips, Donece Janiak, Marian Randazzo, Heather Myrah, Library Director. Excused: Laura Heckmann and Jennifer Shushnar

Guest Attendance: Kathy Pattak, Vice President for Friends of the Library

**Meeting Minutes:** The Minutes from the April 2023 Board of Trustees meeting were presented. Marian Randazzo motioned to approve. Donece Janiak seconded; all in favor, motion carried.

**Library Finance Report:** The Library Finance Report for April 2023 was reviewed. Diane Fabry motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

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

**Children's and Youth Services Report:** The April 2023 summary of services was reviewed.

**Old Business:** None for this discussion

**New Business:**

- Library Satisfaction Survey
  - 33 Responses Received
- Confirm and post library closures for upcoming Federal Holidays:
  - Monday, May 29 (Memorial Day), Monday, June 19 (Juneteenth), Tuesday July 4, Monday, September 4 (Labor Day)
- Program Spending detailed list of expenses
- ACLA Celebrating our Communities Grant
  - Decision to be made on 5/15
  - Requested \$3,050 to purchase books for all ages
- Status of outreach initiatives
  - Document outlining the outreach efforts in the community. Ms. Myrah attended the Myrtle Avenue School PFO meetings
- Board Self-Evaluation
  - This will be moved to the June meeting so that all board members are present and the whole group discussion can be made
- Finalize Mission, Vision, and Core Responsibilities
  - Will Continue discussion at the June meeting so that all board members can provide feedback and can be finalized
- Strategic Plan 2024-2026 – Review Draft #2 for input and steps to implementation
  - Discussion of adding Pillar #5 of Transparency and Engagement and including expansion to Business Owners and Friends of the Library
  - Will continue at the June meeting to try finalizing for the September meeting

**Correspondence/Suggestion:** Library employees wrote individual letters to the Board of Trustees detailing concerns about the library satisfaction survey. Mrs. Myrah gave the letters to board members at the very end of the May meeting leaving no time for the Board to carefully review and discuss the letters. An executive session for the Board will be scheduled to review

the letters.

**Continued Business:**

- Diversity and Inclusion training for library staff and board members will be tabled for June and July

**Adjournment:** The meeting adjourned at 9:30pm. Mary Craig motioned to adjourn. Marian Randazzo seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary