

Community Library of CastleShannon
Board of Trustees Meeting Minutes
November 2, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:01 PM.

Opening: The meeting opened with the Pledge of Allegiance.

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

Meeting Minutes: The Minutes from the October 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 Reports for October 2023 were reviewed. Jennifer Shushnar motioned to approve. Diane Fabry 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:

- November 18 is the Fall Craft and Vendor Show. Volunteers are needed. Timeslots are 7:30-11:30, 11:30-3:30, or the entire day of 7:30-3:30. All volunteers can choose to do another shift in the middle if they wish. All help is appreciated.

New Business:

- 2024 Library Budget

Continued Business:

- The Board discussed timing options for Heather to submit her self- evaluation. She agreed to submit it by December 4th. As in the prior year, each Board member will have the opportunity to provide input to her review. It is expected that the final evaluation will be finalized and reviewed with her sometime in January. Heather requested that any Board member who is available, attend when it is scheduled.
- The Board requested input from the staff to each of the pillars of the strategic plan. Heather will convey that to the staff and also that anyone who wants to attend the December meeting to discuss it is welcome to do so.
- Board approved a \$ 25 donation for the December 3rd Castle Shannon Light Up Night.

Correspondence/Suggestion: None for this discussion

Adjournment: 9:15 PM

Respectfully submitted,

Diane Fabry, Board Secretary