

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
October 5, 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 and reading of the Mission Statement.

Roll Call: The following members were in attendance: Mary Craig, Laura Heckmann, Donna Phillips, Marian Randazzo, Jennifer Shushnar, Heather Myrah, Library Director, Amber Morgan-Optiz, Children’s Librarian. Absent without notice: Donece Janiak

Meeting Minutes: The Minutes from the September, 2023 Board of Trustees meeting were presented. Mary Craig motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for September, 2023 was reviewed. Mary Craig motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

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

Old Business: None for this discussion

New Business:

- **Update from Children’s and Youth Services**
 - Amber Morgan-Optiz provided an update on the Youth Services programs as well as upcoming events. The Halloween Event will take place on Sunday, October 22nd. Trick-or-treating in the upper parking lot from 1:00-2:00 PM, and the parade will begin at 2:00 PM.
- **“Love Your Library” outcomes**
 - All donations are being tallied. The Library Director will send to the Board the final amounts of all library donations types included as part of the LYL campaign.
- **2024 Library closures and board meeting dates**
 - All applicable library closure dates were considered. Library staff requested a reduction of hours (10am-2pm) on two Saturdays that precede Monday holiday closure dates. The Board further discussed the staff request to balance both patron and staff needs. Marian Randazzo motioned to approve. Mary Craig seconded; majority of members were in favor, motion carried.
- **November: Library sponsored fundraiser planning status**
 - November 18th is the first Fall Craft and Vendor Show, a library-organized fundraiser. Volunteers are needed. The Library Director provided board members with a sign-up timesheet if they are available to cover an area during the event. All help is appreciated.
- **Social Media Posting & Guidelines**
 - Events and activities posted on the Library website, Facebook page, Instagram, and X are proofread for appropriate and correct content.
- **October: Halloween celebrations**
 - Board members will be participating to socialize with patrons and distribute candy.
 - Full planning for the event is in progress.
- Review/revise Library Strategic Plan – To be continued.
- Diversity and Inclusion training and tracking – To be continued.

Correspondence/Suggestion: None for this discussion.

Continued Business:

- **Library Renovations**
 - An outdoor digital library sign to replace the current sign in front of the Library has been ordered. Arrival date is pending.
 - The Information Resource area was updated with new paint and IKEA bookshelves. The Castle Shannon Public Works Department provided the labor to complete these tasks.
 - Carpets and chairs/tables were rearranged for more functional placement.

Adjournment: The Board meeting adjourned at 9:07 PM. Diane Fabry motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Respectfully submitted,
Diane Fabry, Board Secretary

