

**Community Library of Castle Shannon**  
**Board of Trustees**  
**Meeting Agenda**  
**April 4, 2024**

**Mission Statement**

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

**Vision Statement**

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Opening Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Approval of March, 2024 Board Meeting Minutes
6. Approval of March, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
  - Filling vacancy of Secretary on Board of Trustees
  - Thank you to Maureen Lackey, Secretary on Friends Board, who donated funds to the Library for the purchase of a large screen Smart TV, soundbar and wall mount. Installation was completed on Monday 4/1 by Public Works.
  - Update on outdoor Library sign and wind sails
  - Saturday, April 6th at 1pm – Buffalo Presentation at Library
  - National Library Week\* Monday, April 8th - Friday, April 12th **See notes below.**
  - Sunshine Act Training\*\* for Trustees and Friends. **See notes below.**
  - Celebrating the 75th Anniversary of the Library (1949-present): Quilt being created and donated by Jenn Shushnar; ideas for sponsoring an event with cupcakes for community and/or library swag.
  - Finalize edits to Board of Trustees By-Laws.
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
14. Articles of Interest
15. Announcements
16. Adjournment

**\*National Library Week**

Monday, April 8: **Mayor reading Library Proclamation at Borough Council meeting (7pm Borough Building)**

Tuesday, April 9: **Tiny Art Exhibition 6:30pm at Library** and National Library Workers Day to recognize the valuable contributions made by library workers.

Wednesday, April 10: National Library Outreach dedicated to library professionals who are meeting their patrons where they are.

Thursday, April 11: Take Action for Libraries Day

**\*\*The Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701-716** Transparency related to meeting announcements, public commenting, and posting meeting documents. The Office of Open Records (OOR) provides training on the law via Sunshine Act webinars on YouTube here: [Office of Open Records - YouTube](#). OR request group training session [OOR - Right-to-Know Training Request Form \(pa.gov\)](#).

