

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
March 7, 2024**

Meeting: Ms. Randazzo presided due to the President's excused absence and called the regular meeting of the Board of Trustees to order at 7:01 p.m.

Opening: The meeting opened with the pledge of allegiance.

Roll Call: The following members were in attendance: Laura Heckmann, Lisa Shartle, Marian Randazzo, Mary Craig, and Heather Myrah (Library Director). Excused: Diane Fabry, Donna Phillips, and Jennifer Shushnar.

Guest Presenter: Amber Morgan-Opitz (Children and Youth Services Coordinator)

Public Comment(s):

1. *Kathy Pattak*, Vice President of the Friends of the Library, inquired about the Board's plans to pursue grants and participate in fundraising activities. Ms. Randazzo replied that in the past the borough's tax millage was sufficient to run the Library. However, the Board has recognized the need to supplement that with more fundraising activities. One example was the successful vendor fair that was held late last year. Ms. Heckmann interjected that the Board has many newer members. She shared that time has been spent forging strong working relationships among the board members. Ms. Craig shared that the Board has spent time over the past year revising the mission and vision statements, creating a Diversity Policy, as well as building the strategic plan. The strategic plan includes areas for Board transparency and engagement. Ms. Shartle concurred that the Board is committed to the Library's success and would ask that time be given for the strategic plan to be implemented and the by-laws to be amended.
2. *Sally McAllister*, Communications Chair of the Friends of the Library, stated she sees more interaction now than with the prior Board members and would welcome ongoing cooperation and support between the Board and the Friends.
3. *Donelle Mayausky*, a senior member of the library team, mentioned that the Tiny Art Show will be held on April 9th and any cookie donations for the event would be appreciated.

Meeting Minutes: The minutes from the February 2024 Board of Trustees meeting were presented. Ms. Heckmann motioned to approve. Ms. Shartle seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for February of 2024 were reviewed. Ms. Myrah shared that the licensing fees had increased 374%. Ms. Myrah also confirmed that RAD funding is providing new computers for all libraries. Ms. Heckmann inquired if the budget has sufficient monies allocated to cover the increased licensing costs. Ms. Myrah said the \$ 10,000 in the budget should be sufficient. Ms. Craig motioned to approve. Ms. Shartle seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah provided a summary of the activities that will occur in March as well as some planned future activities. A few highlights included:

- The purchase of 5 new armless chairs
- Focus on patron centered enhancements, including finalizing the Makerspace area
- The status of the digital sign installation and discussion around Library-focused messaging
- The upcoming Friends and Trustee Institute on March 23
- Positive patron comments regarding the library being highlighted in a recent Pittsburgh Today Live (PTL) television broadcast
- A thank you to the Friends of the Library for their ongoing support and list of recent donations to the Library
- Ms. Myrah visited 31 Castle Shannon businesses on February 28th. Ms. Morgan-Opitz shared that she would recommend Board members perform these visits in the future so that the Library Director could remain in the Library. Ms. Craig thanked Ms. Myrah for accomplishing this but shared that the goal was to reach local businesses over a period of time, not that all visits had to be done in one day. Ms. Randazzo shared that the Board had discussed this and thought it would be beneficial for local business owners to meet Ms. Myrah and develop a good relationship without the need to ask for donations during the visits.

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz provided her update and shared that some activities experienced lower attendance due to various illnesses through the winter months. She shared that a recent March 6th activity had 25 children attend, so it appears attendance is returning to normal. Highlights from her report included:

- 29 Programs were held in February
- The Summer Reading theme is "Adventure Begins at Your Library" with 7 to 8 weeks of programming focused on different continents
- The Summer Reading kick-off party will be on June 7
- The tool that will be used to track the Summer Reading Challenge with a Smokey the Bear theme

Old Business:

Ms. Randazzo requested Board members email Ms. Phillips with their suggestions for staff appreciation during National Library Week.

Current and Upcoming Business:

Ms. Randazzo asked Board members to consider rotating attendance at the Borough meetings. Ms. Craig suggested that perhaps attendance could be determined in 3-month intervals. Board members will discuss at a future executive session.

Updates to the By-laws were tabled to the next meeting to allow for more Board participation and discussion.

There was discussion regarding growing public requests for book bans in other parts of the country. Ms. Myrah explained the Library's policy to receive and review such requests if received at our Library. Ms. McAllister added that she recently watched an excellent segment on 60 Minutes that covered a lot of good information on this topic.

Correspondence/Suggestions: Ms. Myrah shared that a recent Holocaust presenter, Lee Kikel, sent a thank you note to the Library for allowing her to present her father's personal journey through the Holocaust and story of perseverance. Ms. Craig shared that Ms. Kikel was also presenting a course on this topic at LaRoche University's Lifetime Learning Program and that it was very informative.

Adjournment: 8:17 p.m. Ms. Craig motioned to approve; Ms. Heckmann seconded; all in favor, motion carried.

Respectfully submitted,
Mary Craig, acting as Board Secretary for this meeting