

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

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:02 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

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

Guest Presenter: None

Public Comment(s) Protocol: Ms. Phillips stated the Board was happy to see patrons attending the meetings and welcomed public comments. So that the Board could also achieve its meeting objectives, Ms. Phillips stated the following: the public comment period would last no longer than 30 minutes total; each speaker would need to announce his/her name prior to speaking from the podium; each speaker would be granted up to three minutes to present; and once the public comment period was closed, no further interaction from the audience was permitted during the Board of Trustee meeting.

Public Comment(s):

Kathy Pattak, Vice President of the Friends of the Library, distributed a paper copy of an email that Ms. Karen Donnell, Chair of the Friends Book Sale Event, asked that she share with the Board. Ms. Donnell's email requested that the February Board minutes be amended to better reflect what she said at that meeting and that the Board consider a fundraising idea targeting local Castle Shannon businesses. Ms. Randazzo indicated that the Board will need to discuss how to respond to Ms. Donnell's request to amend the February meeting minutes. In addition, Ms. Randazzo stated the Board cannot respond to Ms. Donnell's fundraising proposal without further review and discussion.

There being no other person requesting to speak, Ms. Phillips closed the public comment period of the meeting.

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

Library Finance Report: The Library Finance Reports for March of 2024 were reviewed. Ms. Myrah pointed out that the report reflects a negative number under the Real Estate Tax section due to an audit that identified some taxes received in 2024 that were backdated for 2023. Ms. Myrah also shared that the furniture and equipment line item was over budget due to the recent patron-centered changes made in the library. Ms. Heckmann inquired about the cost of the periodicals and Ms. Myrah explained how she orders periodicals to obtain the best pricing and is grateful for a patron who donates several newspapers to the library. Ms. Randazzo motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

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

- A \$ 500 donation by Glenn & Maureen Lackey in memory of his parents. Their generous donation allowed the library to purchase a 65" smart TV, soundbar and wall mount.
- A new hand-out is available showcasing 3 months of upcoming Adult programs
- The Mayor of Castle Shannon will present a National Library Week Proclamation at the April 8th Borough Council meeting
- A special Solar Eclipse party will be held on the front lawn of the library on April 8th
- The Tiny Arts Show exhibits will be revealed at the library on April 9th and the event is expected to be well attended again this year
- There will be a public closure of the library on May 8th since internet service will be unavailable while new laptops and equipment are being installed
- The Friends of the Library Spring Book Sale profit was more than \$ 3,050---a new record. Ms. Randazzo thanked Friends members in attendance for their continued support and successful fundraising activities.
- Ms. Myrah continued to visit local businesses and Ms. Mayausky also visited several during the month. Ms. Mayausky obtained paint can donations from Sherwin-Williams for a March craft program. She later sent the company a personalized thank you note showing some of the finished products.
- The annual state report was submitted and will be provided to the Board in the near future

Children and Youth Services Coordinator's Report:

The Board spent time reviewing Ms. Morgan-Opitz written report, youth program statistics, and a newly created tool that provides a quick and colorful overview of free ESL resources. A few highlights of her report included:

- 31 Programs were held in March with 328 children and 159 adults in attendance
- Library staff from around the county (including Ms. Morgan-Opitz & Ms. Mayausky from Castle Shannon) participated in The St. Patrick's Day parade
- Attendance at a LibraryJuiceAcademy course---Equity and Early Literacy
- Attendance at a Keystone Oaks ESL (English as a Second Language) fair
- An update on the new makerspace kits that will soon be available in the library

Ms. Myrah also advised that the Friends of the Library will discuss requests for an additional TV and shelving at their June meeting.

The Board also suggested it may be beneficial to scroll library information on the TV while the room is used for events/activities.

Ms. Myrah gave a special acknowledgement of Ms. Morgan-Opitz efforts and increased program participation.

Current and Upcoming Business:

Vacant Officer Position. The Board acknowledged that a vote was needed to fill the vacancy of Secretary on the Board of Trustees. Ms. Randazzo nominated Ms. Craig, who accepted the

nomination. Ms. Shushnar motioned to approve the nomination. Ms.Shartle seconded; all in favor; motion carried.

Memorial Donation. Ms. Phillips acknowledged two patrons in the audience and announced that Glenn and Maureen Lackey had provided a generous donation to the library in memory of his parents. This donation has provided the library with the opportunity to purchase a large smart screen TV and related equipment which will benefit patrons for many years. Ms. Phillips thanked them on behalf of the Board and gave them a special thank you card from the Board of Trustees.

Update on Wind Sails. Ms. Randazzo provided the Board with a written summary of the borough committee's analysis and recommendations about the wind sails that are adjacent to the front of the library. At this time, no additional enhancements will be made to the wind sails and they will remain in place. Ms. Craig interjected that the borough has allocated funds to improve the visual appearance of the library over the past year and the overall affect is very welcoming.

Electronic Library Sign. Ms. Myrah shared that several patrons have commented about the new sign when visiting the library. Ms. Shushnar suggested that it may be better to limit the amount of information displayed on the sign for ease of review when driving by. Ms. Heckmann agreed and suggested it may be better to display 2 or 3 lines of information vs. 4. There was also discussion around slowing down the rotation of the messages.

Buffalo Presentation on April 6th. Ms. Phillips asked Ms. Lackey (a patron in the audience) to speak about the upcoming presentation. Ms. Lackey shared that she is a member of the Friends of the South Park Buffalo Preserve and thought others may benefit from learning about it. Ms. Lackey also said she plans to provide buffalo sugar cookies for those attending the event.

National Library Week. Ms. Phillips reviewed the schedule for the week and various planned activities. She thanked Ms. Myrah for all her efforts and for suggesting the Library Proclamation that the Mayor will announce at the Borough Council meeting. Ms. Phillips encouraged all in attendance to try to attend the council meeting and/or stop by the library during the week.

Sunshine Act Training. Ms. Phillips directed the Board to the information noted on the bottom of the agenda regarding training on the Sunshine Act. The Board discussed whether to view the You Tube videos or request a live group session. The consensus was that the videos would be effective. Ms. Heckmann inquired as to which videos might be more beneficial. Ms. Phillips advised she would review some of them and identify 1 or 2 that might be able to be viewed during a Board meeting. Ms. Heckmann also suggested that the videos could be done as "homework" during the summer hiatus.

Library 75th Anniversary. The Board acknowledged that the library would achieve its 75th anniversary in 2024 and discussed plans to celebrate that milestone. Ms. Shushnar had previously offered to make a special quilt/wall hanging to commemorate the event. The Board accepted her gracious offer and discussed additional ideas to make the unveiling truly memorable and encourage patrons to visit the library. Ms. Shushnar requested the library staff go through the archives and identify items to be incorporated that reflect each decade the library has existed. The Board agreed to plan to have everything completed and ready in September to coincide with other fall "Love Your Library Month" events.

Board of Trustees By-Laws. The Board continued its work of reviewing and updating the by-laws. Ms. Phillips noted the Board's responsibility to "secure" funding vs. "solicit" funding. Discussion

included using gender-neutral terms, embedding links to the mission, vision, core values, and strategic plans, reducing term limits, etc. Ms. Phillips will make the agreed upon edits through section 5 and the Board will continue its discussions at the next meeting. Ms. Craig also suggested that it may be helpful to review Library Code, Title 24 for any by-law requirements prior to amending section 6 of the by-laws. Ms. Craig and Ms. Phillips offered to research this prior to the next meeting.

Correspondence:

Ms. Myrah shared that 2 notes were received thanking staff for their assistance on 2 programs conducted at the library. One was to Lynn from Lisa at Books & Blankets at Christ United Methodist Church thanking her for going above and beyond for children to receive a book they can call their own. The second was a note to Karen from Heather at HD Custom Designs, LLC thanking her for allowing her to conduct a pen workshop.

Adjournment: 9:00 p.m. Ms. Shushnar motioned to approve; Ms. Shartle seconded.

Respectfully submitted,
Mary Craig, Board Secretary