

**Community Library of Castle
Shannon Board of Trustees Meeting
Minutes
February 1, 2024**

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM.

Opening: The meeting opened with the Pledge of Allegiance.

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

Public Comment(s):

1. *Karen Donell*, Please see attached amendment approved by board vote on May 2, 2024*
2. *Sally McAllister*, also a member of the Executive Committee for Friends of the Library, praised the Castle Shannon Library for providing a wide variety of great programs for patrons.. She has lived in various neighboring communities but has always visited Castle Shannon Library.

Meeting Minutes: The Minutes from the January 2024 Board of Trustees meeting were presented. Jennifer Shushnar motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for January 2024 were reviewed. Diane Fabry motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Library Director's Report: Heather Myrah provided a summary of the activities that will occur during February 2024 as well as some future activities that are being planned. To be noted as highlights are the following:

- Pittsburgh Today Live taped their segment on January 29th and it will air Monday, February 12th at 9:00 AM. Heather said that it went very well and was glad that our Library was one of the ones that was chosen.
- Two restaurant fundraisers are planned for February. Monday, February 19th (President's Day), Chick-Fil-A from 11am-8pm. Leap Day, February 29th fundraiser will be at Houlihan's, Mt. Lebanon location, from 5pm-9pm.
- As part of her ongoing community outreach initiatives, Heather attended the Myrtle Avenue Elementary PFO Bingo on January 26th. Over 300 adults and children attended. Information about the Library was available when the doors opened and during the intermission.

Children and Youth Services Coordinator's Report: Amber Morgan-Opitz provided an update from January 2024. Miss Amber mentioned that January is usually a slower month for patron participation which allows for an available time opportunity to update some of the areas of the library. These include:

- New shelves in the Children's area and young adult area
- The Children's area was freshly painted
- Large weeding of book collection was started

Old Business:

- None for this discussion

Current and Upcoming Business:

- Lisa Shartle is the new borough council representative/liaison who has been assigned to the Library Board of Trustees to communicate library information between the library and Castle Shannon Borough. The new representative filled the current vacant seventh seat on the Board of Trustees
- Library Week (Sunday, April 7 – Saturday, April 13) “Ready, Set, Library”
To align with our Strategic Plan (Pillar #5 – Board Engagement) days to note are:
Monday, April 8 – Right to Read Day – The State of America’s Libraries Report is released, including Top Ten Most Challenged books of 2023
Tuesday, April 9 – National Library Workers Day
Wednesday, April 10 – National Library Outreach
Thursday, April 11 – Take Action for Libraries Day – advocate to urge members of Congress to protect the freedom to read
- Updates to the By-laws and Dropbox usage
In-depth updates to By-Laws have been deferred to the March board meeting. Mrs. Phillips mentioned that the updated by-laws (with other documents) should be posted on the library website and that would be considered the “live” or most recent document to reference. There will be reference links in the document instead of using addendums and/or long written descriptions. DropBox will not be used to store Board of Trustees documentation, instead, the library website/Board of Trustees area will be the “hub” to store documentation so board members and community members have streamlined access to these documents.

Correspondence/Suggestion:

- Melissa Buddemeyer and Laura Lubway, members of the community, each wrote letters commending Heather for her great work at the Library and leading the great programs that greatly benefit the community.
- Kathy Pattak, Vice President, Friends of the Library, wrote a letter regarding some ideas that would be good for the Library to do in 2024.

Adjournment: 8:25 PM Lisa Shartle motioned to approve; Laura Heckmann seconded; all in favor, motion carried.

Respectfully submitted,
Diane Fabry, Board Secretary
Donna Phillips, President

**May 2, 2024 Motion to amend the February 1, 2024 Community Library of Castle Shannon Board of Trustees meeting minutes under the Public Comments Section of the agenda to reflect the comments of Karen Donnell, a member of the Executive Committee for the Friends of the Library, stated as follows: “The [fundraising] idea is for the Board members to contact local Castle Shannon businesses and ask for a yearly sponsorship. It would involve levels of sponsorships similar to gold, silver and bronze levels. If the business sponsors the Library they would get a sticker/vinyl cling for in their business window that says they support the community library for that year and then there would be a board of recognition of those businesses here at the library that their names would be displayed on. It would be something interchangeable so that when new sponsors are added it can be updated. I do believe it would be the responsibility of the Board members and not the Friends or Library staff, as the Board is more of the business community facing fundraising group and also as stated in Article 3, Section 1A of your bylaws, under Board responsibilities, “to secure adequate funds to achieve the goals and objectives of the library.” I would love to see a list of funds that the board has secured for the library just in the past year, since that’s how long I’ve been a part of the executive committee of the Friends. I’d like to compare our two groups fundraising efforts and see where we can collaborate together in the future. It would be wonderful to see each of you join or come to the Friends’ meetings and discuss more ways to interact with each other, and with Heather and her staff, as we continue to make the Castle Shannon Library a successful community (and surrounding community) resource and event hosting gem.”*
As an addition to the above business sponsorship idea...there could be a contest for children to create the artwork that would be on the stickers/vinyl clings for businesses to display. The sticker/vinyl clings would change for each year (2024, 2025, etc.)
Formal request for all 2023 fundraising/sponsorship secured by the Board of Trustees for the Library.
Thank you.