

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
June 6, 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, Marian Randazzo, Mary Craig, Jennifer Shushnar, Laura Heckmann and Heather Myrah (Library Director). Excused: Lisa Shartle and Diane Fabry.

Special Guest in Attendance: Michael Foote, Castle Shannon Borough Manager. Ms. Phillips welcomed Mr. Foote and introduced him to those in attendance. Ms. Phillips stated he has been a great advocate for the library, and she was happy to have him attend and observe the meeting.

Guest Presenter: Amber Morgan-Opitz (Youth and Children's Librarian). The Board appreciates a live report from Ms. Morgan-Opitz several times during the year.

Public Comment(s) Protocol: Ms. Phillips stated the Board welcomed public comments. She then opened the meeting to public comment according to the by-laws.

Public Comment(s):

Kathy Pattak, Vice President of the Friends of the Library, addressed the Board. Ms. Pattak provided an update on several recent fundraising initiatives and purchases. She shared that the coffee basket raffle raised \$ 293, and the group is creating an Adventure-themed basket to complement the theme of the Summer Reading program. Ms. Pattak also stated that a whiteboard was purchased and has been installed on the lower level of the library by the public works crew. The Friends have also provided a \$ 1,500 donation for the children's programming requested by Ms. Morgan-Opitz. Ms. Pattak announced that the Friends have also created a Facebook page.

Ms. Phillips and Ms. Randazzo thanked Ms. Pattak for her update and for all the work the Friends group has done to benefit the library and patrons.

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

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

Library Finance Report: The Library Finance Reports for **May of 2024** were reviewed. Ms. Phillips asked for clarification on the payment to ACLA for e-resources. Ms. Myrah replied and shared that Libby is great for e-books, e-magazines, etc. Ms. Morgan-Opitz shared that anyone in the family can access Hoopla. Ms. Craig asked why the \$ 1,500 Friends donation wasn't shown. Ms. Myrah explained it will be reflected in next month's report and will be shown under contributions and donations. The Board discussed how to handle the approval for future expenditures during the summer break. It was agreed that Ms. Myrah will email the detailed reports each month to the Board members with an explanation for any outliers. There being no other questions on the financial report, Ms. Shushnar motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

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

- The Library Audit found no issues and it was submitted to ACLA.

- The PC deployment went well. The equipment was delivered in 27 boxes. A dedicated team installed the equipment and had it operational in a little more than 4 hours.
- The Board of Trustees meetings will be published with the Castle Shannon Borough Council meeting dates in the South Extra Edition of the Pittsburgh Post-Gazette moving forward. This meets one of the requirements of the Sunshine Act.
- The library will staff a booth at the CSVFD Carnival, and a portion of the booth's proceeds will come back to the library. The goal is to have enough volunteers from the Board, the Friends and the Library team members to staff the booth every night. Ms. Myrah will coordinate the schedules.
- The ACLA community grant was received, and the library has one year to fulfill the requirements.
- The RAD Pass Summer Staycation and Experience Kits continue to be popular, and the library has handed out pamphlets and brochures promoting both programs.
- Ms. Myrah continued her visits to Castle Shannon businesses to promote the library and build relationships in the community. She has already visited approximately 50 sites and most seem receptive to having library materials available in their businesses.
- The Castle Shannon Library has been identified as among the best library branches in the Pittsburgh region. Ms. Myrah encouraged meeting attendees to vote daily from June 3rd to the 23rd so we can move into the next top 5 scoring category. Ms. Myrah will send out the voting link.

During the review of the report, Ms. Craig thanked Ms. Myrah for following up on the Sunshine Act requirement and Ms. Shushnar commented on the importance of engaging local businesses. Ms. Heckmann commented on the benefits of the RAD pass and appreciates it is tied to having a library card to access the benefits.

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz provided a live update to the Board during this meeting and referenced several documents provided in the packets. Highlights of her report included:

- 26 Programs were held in May with 273 children and 103 adults participating.
- 2 of the new laptops and 2 of the kindles can be taken to the recently re-designed teen area in the library and provide young adults with more flexibility and privacy.
- The Summer Reading Program will start June 7th and run until August 12th. There are 3 different age-appropriate reading programs. This year's theme is "Adventure Begins at Your Library". Prizes include inflatable beach balls, frisbees, free books and tickets for grand prizes. The grand prizes include a telescope, a portable microscope, a metal detector, a water table, pretend camping set, and a survival card game.

Ms. Phillips thanked Ms. Morgan-Opitz for attending the meeting and providing such an enthusiastic update on the Children and Youth Services activities. Ms. Randazzo complimented her on the variety of activities and the cute graphics she uses in the game sheets.

Current and Upcoming Business:

Vote to Adopt the revised Board of Trustees By-laws. Ms. Craig motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Vote to Approve Financial Expenditures for July and August. It was agreed that Ms. Myrah will email each month's report to the Board with an explanation for any outlier. Board members will continue oversight as needed. Ms. Randazzo motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

Connecting with Library Staff over the Summer. The Board discussed several options. Ms. Myrah will check with the staff to see which option they would prefer and the dates that would be best for most people to attend. Ms. Myrah will convey that information to the Board.

Meeting with Board Members from other Local Libraries. As part of its Strategic Plan, the Board would like to gather information regarding other Board's practices and use it as an opportunity to network. The Board

agreed that this may need to be tabled until the Fall as some other nearby libraries suspend Board meetings over the summer. Ms. Craig said she would do some preliminary research over the summer.

Board of Trustees Annual Report. Ms. Phillips stated she felt this would be a beneficial undertaking to share the story of what's happened at the library over the past few years and create a document that can be shared with the community. She envisions it having specific data, showcasing improvements, highlighting the library resources and team members, gratitude for donations, etc. The Board discussed and agreed it would be a beneficial project, but one that will take time to finalize. More discussion will be held on this initiative in the future.

Add a Second Public Comment Period to Board Meetings. This suggestion had been made at the May meeting by a member of the audience. The Board agreed to add a second public comment period at the conclusion of each meeting and re-evaluate at the end of the year. The Board agreed to limit each speaker to 2 minutes with a maximum time allocation of 20 minutes for all speakers. This second public comment period will commence at the September 2024 Board Meeting.

Library Board reconvenes in September. The Board was reminded that Love Your Library Month will begin in September, and a recognition event will be held during the month commemorating the 75th Anniversary of the Library. Ms. Shushnar is working on a special keepsake that will be unveiled at that time.

Correspondence: None

Additional Comments: Mr. Foote stated he enjoyed attending the meeting and listening to all the good things that are happening at the library. Ms. Morgan-Opitz shared that the Friends will be gifting another television to the library. This second television is intended to be used for family games night and movies. Ms. Phillips thanked Mr. Foote for attending and the Friends for their additional gift and their ongoing support.

Adjournment: 8:07 p.m. Ms. Randazzo motioned to adjourn; Ms. Shushnar seconded.

Respectfully submitted,
Mary Craig, Board Secretary