

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
May 2, 2024**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:03 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, Diane Fabry, Jennifer Shushnar and Heather Myrah (Library Director). Laura Heckmann arrived at approximately 7:12 p.m. Excused: Lisa Shartle

Remote Guest Presenter: Kyle Applegate, Chief Counsel, PA Office of Open Records

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):

Denny Petronio, a member of the Friends of the Library, addressed the Board. Mr. Petronio stated he joined the Friends group a few months ago and shared positive comments regarding the Tiny Art Show that was recently held at the Library. He noted that he saw several Board members at the activity. He then recommended the Board also hold an open discussion period at the conclusion of the Board meetings. Ms. Randazzo shared that this is done at Council meetings. Board members agreed to discuss adding this second public comment period to future agendas. Mr. Petronio then asked what the Board does to raise funds. Ms. Phillips explained that the Board has responsibility for oversight of library spending and securing funding for the library, where the Friends group is primarily responsible for raising donations. Ms. Phillips shared the Board reviews and approves the financial reports and expenditures for the library. Ms. Randazzo interjected that the Board has a goal to research future grant opportunities. She also stated that she and Ms. Phillips met with Castle Shannon Borough leadership in late 2023 to lobby for increased funding for the library. They were successful, resulting in the library milage increasing from .2550 to .3019. Mr. Petronio then asked if any Board members had joined the Friends and if not, he would recommend they do so. Ms. Craig replied that she and several Board members were also members of the Friends. Ms. Craig commented that each person makes personal choices as to which entities they join or support. She asked that their individual decisions be respected as no one else knows another person's personal or financial situation.

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

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

Ms. Randazzo made a 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 Friends of the Library Executive Board. Further, as part of the amended motion, Ms. Randazzo read verbatim Karen's comments directed to

the Board at this meeting. Ms. Craig seconded; all in favor, motion carried. Since Ms. Craig was not the Secretary in February, she does not have the minutes to revise. Ms. Phillips will handle and send the revised version of the February minutes to Ms. Myrah to post.

Library Finance Report: The Library Finance Reports for April of 2024 were reviewed. Ms. Shushnar questioned the amount of furniture expense and Ms. Myrah explained an additional \$ 3,000 was spent on the patron centered changes. Ms. Shushnar recommended that when large variations occur between budget and actual costs, they should be noted with an asterisk and an explanation added to the report. The Board agreed this would be helpful for historical documentation if ever audited. Ms. Myrah shared that she will be submitting information by June 1st for the borough's external audit and does not anticipate any issues with the submission. There being no other questions on the financial report, Ms. Randazzo motioned to approve. Ms. Shushnar seconded; all in favor, motion carried.

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

- The Eclipse viewing party on April 8th was a big success, more than 60 people participated.
- The Tiny Art Show on April 9th had a great turn-out, more than 100 people attended.
- The Friends Spring Flea Market raised more than \$ 1,430 and the Coffee & Tea themed basket proceeds were \$ 293.
- Ms. Phillips donated Sarris chocolate bars for the Friends of the Library Flea Market and leftover bars were sold at the front desk and raised \$ 70.
- The Friends purchased a new whiteboard that has been installed in the lower level of the library.
- The RAD Pass Summer Staycation started in May and the Experience Kits will launch in June that offer free admission for 2 adults & 6 children to many interesting sites around Pittsburgh.
- The ACLA community grants have been approved by the State and funds should be received within 30 days.
- Ms. Myrah continued her visits to Castle Shannon businesses to promote the library and build relationships in the community.

During the review of the report, Ms. Randazzo acknowledged the Friends for their continued efforts and commented that the Flea Market has been successful year after year. She thanked those in attendance for their work and dedication. She stated that the Board hopes to do more research on possible grant opportunities for 2025. Ms. Phillips interjected that she saw that Dollar General has grant programs under their literacy program and there may be opportunities to secure grant funds through them.

Children and Youth Services Coordinator's Report:

The Board spent time reviewing Ms. Morgan-Opitz written report and youth program statistics. Ms. Craig commented on how excited the children were at the Tiny Art Show to sell their art to those who attended. Ms. Heckmann commented on the Literary Tea Party as a great way to engage children and families and hoped it would continue to be held annually. Highlights of the report include:

- 26 Programs were held in April with 207 children and 88 adults participating.
- The Tiny Art Show and Literary Tea Party were both well-attended and patrons shared positive comments about both events.

- The children enjoyed decorating cookies during the tea party, so more cooking or kitchen-oriented programs may be held in the future.
- The April 18th Kindergarten Class Visit was very popular with 45 children and 6 adults in attendance.

Current and Upcoming Business:

Finalize edits to the Board of Trustees By-laws. Significant progress had been made. A few more revisions are needed. Ms. Phillips expects to have the updated version ready for a vote at the next meeting.

Sunshine Act Training. The Board had indicated a desire for training on this subject and last month had indicated a willingness to watch a few You Tube videos on this topic. Ms. Phillips announced that instead of the Board watching videos, she was able to engage a presenter to provide remote training on the Sunshine Act. She also invited Friends members to attend this session to learn more about this topic. Ms. Phillips directed the Board and Friends Members in attendance to follow along with a paper copy of the presentation, Basics of the Sunshine Act, and turned the meeting over to Mr. Applegate, Chief Counsel, for the Pennsylvania Office of Open Records. He began the training by explaining his office arbitrates “right to know” act complaints and provides educational trainings on the topic. Mr. Applegate’s presentation covered the following areas:

- Purpose of the Sunshine Act
- Who is covered by the Act
- What is a meeting and what is not considered a meeting
- Recording of votes and meeting minutes
- Public notice requirements
- Agenda requirements, exceptions to the agenda and additions
- Public comment period and reasonable time limits
- Use of Executive Sessions & allowable reasons to hold them
- Violations of the Sunshine Act
- Miscellaneous items that may apply
- List of additional resources

Mr. Applegate answered several questions from those attending the training and concluded his presentation encouraging sending future questions via his agency’s website or their call center. Ms. Phillips thanked him for conducting this valuable training and his willingness to do so in the evening during the regularly scheduled Board meeting.

After Mr. Applegate left the remote portion of the meeting, those in attendance spent several minutes discussing the value of the training, especially for newer Board members and whether the provisions of the Sunshine Act extend to the Friends.

Correspondence:

Ms. Myrah stated that there was no correspondence to report this month.

Adjournment: 8:59 p.m. Ms. Randazzo motioned to adjourn; Ms. Shushnar seconded.

Respectfully submitted,
Mary Craig, Board Secretary