

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
September 5, 2024**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:00 p.m.

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

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

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) Session # 1:

Donelle Mayausky, a senior member of the library team, stated that September is always a busy month at the Library. She mentioned preparations have been underway for Love Your Library month, including flocking the front lawn with signs promoting it. She also encouraged attendees to stop by during the month to see the display the library team is building regarding banned library books. The staff enjoy building this display each year and find special meaning behind it.

Karen Donnell, Chair of the Friends Book Sale Event, addressed the Board. She spoke for a few moments about the upcoming book sale and encouraged attendees to support the fundraising event. She added that this year there will be 4 raffle baskets available containing signed author materials, a blind book sale (new this year--books in brown wrappers with hints to buy), a bake sale, and that there would be no price increases. She was also happy to share that Potomac Bakery has also posted a sign in their window promoting the book sale.

During the public comment period, there were a few comments around the library signage and hope that more people will purchase and display the Love Your Library signs in their yards. There were also a few comments regarding how the Castle Shannon Library responds to requests to remove or relocate books.

Ms. Phillips also thanked Ms. Donnell for her update and all the work the Friends Group does to prepare for, and hold, the book sale.

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

Meeting Minutes: The minutes from the **June 2024** Board of Trustees meeting were presented. Ms. Myrah recommended one change to the final page---change Love Your Library "Week" to "Month". The Board concurred this change should be made prior to the minutes being approved and posted. Ms. Shartle motioned to approve providing the correction is made. Ms. Heckmann seconded; all in favor, motion carried. (NOTE: the minutes were amended and posted within a few days of the September 5th meeting.)

Library Finance Report: The Library Finance Reports for **August of 2024** were reviewed. Ms. Heckmann asked if there was an update on the ACLA Communities Grant. Ms. Myrah referred everyone to the update in her Director's report where she indicated that around \$ 2,050 has been spent out of the \$ 3,050 to date. There being no other questions on the financial report, Ms. Shushnar motioned to approve. Ms. Fabry seconded; all in favor, motion carried.

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

- The library received \$ 200 in booth proceeds from the CSVFD for manning a booth each night of the carnival.
- Ms. Myrah asked if anyone could represent the library at the Kenny Ross Ford Trunk-or-Treat event on the evening of October 24. Ms. Craig (Board & Friends member) and Ms. Donnell (Friends member) indicated they would be happy to do so.
- The 2025 library budget meetings with Mr. Foote will begin in early September. Ms. Myrah shared that there will be a \$ 6,000 impact for 2 network switches and a cost of approximately \$ 62 a person to renew the clearances for 11 employees.
- Four Wi-Fi Access points will be installed on September 19th.
- The ACLA community grant was received, and the library has one year to fulfill the requirements. To date, approximately \$ 2,050 of the available \$ 3,050 has been spent. Ms. Myrah's report included a list of purchased materials.
- The RAD Days are coming up September 7th through October 6th. More information can be found on RAD's website. Ms. Myrah shared that the funding is expected to be the same as in the past.
- Ms. Myrah elaborated on the workshop she attended on September 5th on the topic of Emergency and Crisis Management in Libraries. This is just the first step of a strategic approach to create specific plans and conduct training for all staff members. Ms. Myrah will be coordinating this with MRTSA and CSVFD.
- The library will hold a Vendor and Craft Fair on November 23rd. Last year's event was successful and there are already 16 of 22 spots filled for this year's event.
- Some donations for the Love Your Library campaign have already been received.

During the Director's update, a few general questions/comments were made by various Board members. Ms. Shushnar requested that the Board receive the preliminary budget earlier so members have sufficient time to review and ask questions. Ms. Craig asked a few questions about the Emergency & Crisis workshop and supported the importance of these types of programs. Ms. Phillips asked how frequently the staff clearance checks were required. Ms. Heckmann asked if the staff received training on AED use and CPR. Ms. Phillips asked if the library had a choking rescue device (Life Vac). Ms. Myrah replied that a choking device is not currently available in the library. She will check to see if/where it can be purchased. There was discussion regarding purchasing one for each floor of the library.

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. Some highlights of her report included:

- The Summer reading program was successful with almost 200 participants this year. Her hand-out included the outcome by age groups and pie charts showing historical activity among age groups from 2021 through 2024.
- There are plans to introduce more STEM activities into the crafter-school program vs. holding separate STEM days that have not had high participation rates.
- Shelving options are being researched to better house the gaming devices.
- There will be continued focus on financial literacy as the children create items to sell at the upcoming November vendor fair and next year's Tiny Art Show.
- Several patrons had recently asked about the availability of boy dolls. She is looking into purchasing either an American Boy doll or a My Generation doll to add to the library's collection by the end of this year.
- Teen programming continues to be a challenge. If participation doesn't increase, there is potential to transition this time into an open slot for teens looking to volunteer or to create a program for TWEENS between the ages of 10 to 12.

During this report, there were several Board comments. Ms. Phillips asked if there was something the library could do to reward reading, getting good grades, etc. Several suggestions were made. Ms. Craig also thanked Ms. Morgan-Opitz for providing the pie chart historical analysis and pursuing adding the boy doll to bring more

diversity to the library's doll collection and meet patrons' needs. Ms. Heckmann said she witnessed the children at the Tiny Art Show using the cash register and that they seemed to enjoy collecting the money and raising funds to purchase specific items.

Current and Upcoming Business:

Vote to Approve 2025 Library Closure Dates. The Board discussed several options regarding the Easter, Memorial Day and Labor Day weekends and agreed to have reduced operating hours on those Saturdays vs. being open all day. This way, there is some availability for patrons but also gives staff time off to enjoy those holiday weekends. The Board also approved an in-service day for the library staff in October. This was first instituted in 2024 and gives staff an opportunity to focus on educational opportunities, special projects, etc. Ms. Craig motioned to approve. Ms. Shartle seconded; all in favor, motion carried.

Vote to Approve 2025 Board of Trustee Meetings. The Board discussed the challenge of meeting on January 2nd and having all necessary information available. It was recommended to postpone the January meeting to January 9th and a majority supported this change. All other meetings should be held on the first Thursday of each month, except during the summer hiatus. Ms. Heckmann motioned to approve. Ms. Shushnar seconded; all in favor, motion carried.

Celebrating the Library's 75th Anniversary. The Board thanked Ms. Shushnar for designing and creating the hand-made keepsake quilt that was unveiled at the meeting. The quilt took many hours to complete and is a beautiful testament to the enduring presence of the library in our community. The quilt incorporates pictures and articles from several different decades, includes the Love Your Library theme and a tribute to the Friends of the Library, and is trimmed with shamrocks and in Castle Shannon green. Ms. Myrah will arrange for Public Works to display the quilt on the main floor of the library. The Board also discussed options for celebrating this milestone anniversary with patrons. Ms. Myrah will follow up with several vendors and provide an update at the October meeting.

Love Your Library Month. The library team has already flocked the front lawn of the library with signs, has swag to distribute based upon donation levels, has already received several donations, is promoting the event in its communications, and will be working with vendors on circular magnets with our logo on them. Excitement is building.

Library Staff & Board Ice Cream Social. Ms. Phillips thanked the staff for attending this August event and stated the Board appreciated having a chance to spend some personal time with them. She recognized the talented and dedicated staff that truly make our library a special place in the community.

Correspondence: James Campbell, a patron of the library, recently passed away and his wife, Barb, has asked that donations be made to the library in his honor.

Policy Issues: None

Continued Business:

Meeting with Board Members from Other Libraries. This is a goal listed in the Board's Strategic Plan. Some preliminary research has been done. Many of the Boards were on hiatus over the summer. Ms. Phillips has created a list and will email out information to the Board members to see if anyone is able to schedule time with other Boards over the next few months.

Board of Trustees Annual Report. Ms. Phillips has drafted an initial report and has shared it with Board members. Once it has been reviewed and finalized, Ms. Phillips will send it to Ms. Myrah to use in her discussions with businesses and patrons.

Articles of Interest: None

Public Comment(s), Session # 2:

Ms. Phillips opened the second public comment period.

Andrea Brichacek, a resident of Castle Shannon, addressed the Board. She introduced herself as someone who supports shopping locally whenever possible. She shared that Team Nuts (a business on Rt 88) prints stickers and has very reasonable pricing. She also shared that she does graphic design and may be able to do some things for the library free of charge. She closed by saying that she also knows there is a business on Milford Drive that does embroidery, and she will send the details to Ms. Myrah.

Karen Donnell, a member of the Friends, addressed the Board. She stated that Ms. Morgan-Orpitz does an awesome job with the youth activities. She believes the library staff and the variety of activities are the reasons the library is a vibrant community hub. She said the Red Robin fund-raising night was a good way to raise funds. She suggested the library consider holding a CPR educational event for residents and reach out to Chief Truver to coordinate this. She also mentioned that it would be a good idea to have an AED downstairs in addition to the one on the main floor and put up signage as to where the AEDs are located. She also mentioned that there is another printer business by Sheetz and laminating bookmarks for the 75th Anniversary might be a nice option to consider.

Kathy Pattak, Vice President of the Friends, reminded attendees that the flea market is October 5th and the set up may conflict with the Board meeting. She also said volunteers were needed to help with setting up on the prior Friday either for the 1 to 4 or 6 to 8 shifts.

Maureen Lackey, a member of the Friends, shared that Shields Embroidery does swag, too, and may be able to do something for Love Your Library month. She mentioned that there is a "Fall in Love with Your Library" raffle basket currently displayed in the library and encouraged people to buy tickets. She closed by saying that \$152 was raised from the "Adventure" Basket that was raffled off in the prior month.

The Board appreciated all the comments shared during the second public comment period. Ms. Myrah stated she will be sure that space is available for the Board to conduct its October meeting. Ms. Morgan-Opitz stated she will have the children work on the laminated bookmarks and possibly sell them during the vendor fair.

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

Adjournment: 8:43 p.m. Ms. Heckmann motioned to adjourn; Ms. Shartle seconded; all in favor, motion carried.

Respectfully submitted,
Mary Craig, Board Secretary