

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
October 3, 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, Marian Randazzo, Laura Heckmann, Diane Fabry, Lisa Shartle, and Heather Myrah (Library Director). Excused: Mary Craig and Jennifer Shushnar.

Public Comment(s) Session # 1:

Donelle Mayausky, a senior member of the library team, reported that the month of October, largely due to Karen Lizon's (part-time Library Events Coordinator) efforts and hard work, is filled with cool events happening at our library. Donelle mentioned the following upcoming events:

- October 8 – The Dead Poets Rising
- October 16 – Halloween Crafternoon and Crafterdark
- October 18 – Witches and Wizard's Seasonal Party

Further, Donelle noted the October 5th Friends of the Library Flea Market and the October 20th Halloween Bash and Parade. Donna added that signing up for library programming is easy using, "Library Market," a county wide library calendar event marketing tool. Donna publicly thanked Karen for her continued efforts in bringing worthwhile programming to our library.

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 **September 2024** Board of Trustees meeting were presented. Ms. Myrah recommended one change to page four---change "Avenger Basket" to "Adventure Basket." The Board concurred this change should be made prior to the minutes being approved and posted. Marian motioned to approve providing the correction is made. Diane seconded; all in favor, motion carried.

Library Financial Report: The Library Financial Reports for **September of 2024** were reviewed. Ms. Myrah reported that the Periodicals budget line item needs to be increased due to the current cost of magazines and newspapers. We are not purchasing a lot of periodicals due to the availability of them on our E-resource apps of Libby and Hoopla. Further, Ms. Myrah advised that Healthcare, Dental and Vision will each have their own separate line item in the budget. The Library audit is the only expenditure that comes out of the Contracted Services budget line. There will be a new budget line item for the Copier Lease and Maintenance. There

being no further discussion on these suggestions or the budget, Laura motioned to approve the Library Finance Report as printed. Lisa seconded; all in favor, motion carried.

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

- October 5 – Friends Fall Flea Market 9 a.m. – 2 p.m.
- October 20 – Halloween Bash and Parade 1-3 p.m.
- October 22 – Friends Open House at the library
- October 24 – Kenny Ross Ford Trunk or Treat 5-7 p.m.
- October 30 – Primanti's Fundraiser
- November 23 – Vendor and Craft Fair 10-3 p.m.

Ms. Myrah reported that the Friends Group Fall Book Sale raised \$3617.25 for the library. Also, the monthly Castle Shannon e-Newsletter is available on the Borough's website, FB page, and to subscribers. Our library won **Pittsburgh City Paper Best of Pgh Tiny Free Library!** Our library earned **Honorable Mention for Best Library Branch!**

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz provided a Youth Services Update hand-out complete with September program statistics. These statistics emphasized her excitement for the upcoming Halloween Bash and Parade activities which will include a food truck, an ice cream truck, and ABC Twist Balloons.

Current and Upcoming Business:

September Love Your Library Campaign. Heather thanked participants for their support and donations. Library tally sheets are due to ACLA (Allegheny County Library Association) on Friday, October 11th.

Cyber Security. Donna stressed the importance of Cyber Security and recognizing phishing attacks and scams. She offered a video as a resource on this important topic. (*Recognizing Phishing Attacks – Video, 13: 45*)

Career Link. Per Diane's request, Donna listed an official Pennsylvania Government Website entitled, "CareerLink," for interested individuals searching for a personalized approach to career and training services. (<http://www.pacareerlink.pa.gov/jponline>)

Share Your Story. Donna mentioned ACLA's "Share Your Story" Initiative whereby an individual library user can tell ACLA why the library is important to you, or your community! With permission ACLA will share this story for the purpose of better advocating for libraries in the future. (<http://aclalibraries.org/get-involved/share-your-library-story/>)

Correspondence: None

Report of the President/or Trustees: Heather, Donna, and the Board continued a lengthy budget discussion. *Wish List* topics discussed included increasing “Canva” (an online graphic design tool), obtaining the cost of paving the side parking lot, and the costs of a “Cricut” yearly subscription, Constant Contact, Welcome Winter Event, and staff clearances. Heather informed the Board that the Borough Manager proposed a new way of showing donated monies in the library budget, thus better designating where donations are going or being shown in the budget line item of the financial report. Consequently, a lengthy discussion followed among the Board and the Friends Group members (Kathy Pattak and Maureen Lackey) as to the possible ramifications of this budget procedural change. This budget discussion ended with an important question to the Borough Manager and Council – Is this new proposed way of budgeting library monetary donations mandatory?

Public Comment(s) Session # 2:

Maureen Lackey, a member of the Friends, addressed the Board. She emphasized that the Friends Group needs more volunteers. Also, Maureen mentioned that the Friends Group is applying for a **Small Game of Chance License**.

Kathy Pattak, a member of the Friends, thanked Public Works for setting up the tables for the Flea Market.

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

Adjournment: 9:00 p.m. Laura motioned to adjourn; Diane seconded; all in favor, motion carried.

Respectfully submitted,
Marian Randazzo, Vice-President