

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
January 9, 2025**

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, Lisa Shartle, Laura Heckmann, and Heather Myrah (Library Director). Note: There were 2 open Board member seats as of the end of 2024.

Public Comment(s) Protocol: Ms. Phillips opened the meeting for a public comment period according to the by-laws.

Public Comment(s) Session # 1:

Maureen Lackey, Secretary of the Friends, began by stating she was first commenting on her own behalf and not speaking on behalf of the Friends group. Ms. Lackey shared that she felt that the 3-minute time limit per person in the public comment period is insufficient to provide meaningful and comprehensive updates. Instead, she suggested there may be more value in having a report from the Friends group added to the meeting agenda. She also suggested the Board may want to assign someone to be a liaison with the Friends group to engage in ongoing conversations. Ms. Lackey stated she would appreciate the Board considering these options. Ms. Shartle shared that it may be helpful for the Friends group to prepare a presentation on what activities may be coming up and where there are opportunities for collaboration. That way time can be allocated on the agenda for more in-depth discussion. She stated that as a newer Board member, she has observed that some past interactions have been confrontational vs. collaborative. Ms. Phillips asked if the Friends had a proposed report template they would use. Ms. Lackey replied she had not yet spoken with others in the group but believed the Friends group would follow the Board's guidance if there was a certain type of template preferred. Ms. Phillips also shared that the 3-minute limit for external speakers during the public comment period is imposed so that the Board can accomplish the work it needs to do during each meeting. Ms. Craig reminded everyone that the Friends had invited the Board to their upcoming February 22 strategic planning meeting, which will be another opportunity to collaborate. She also stated that since the public comment periods were added to the Board meetings in 2024, the Friends group takes the opportunity to provide updates at that time. Ms. Myrah also mentioned she attends the Friends meetings and includes some of the updates in her report to the Board. Ms. Randazzo interjected that she has seen progress made between the current Board and the Friends and believes the relationship has improved but acknowledged more work can be done. Ms. Lackey reiterated her desire that communication be better and more purposeful between the Friends and the Board. All the Board members stated they appreciated her courage in speaking up, her commitment to the library and that they would consider her requests.

Ms. Lackey then proceeded to give an update on the Friends activities. Her update included the following: there will be a winter-themed raffle basket displayed in the library, Kylie Coulter has volunteered to be the new Membership Chair, the annual membership drive is underway, the group is hoping to acquire its small games chance license in 2025, the Friends Facebook page is now available, and they are starting to plan the "Christmas in July" event.

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

Meeting Minutes: The minutes of the **December 2024** Board of Trustees meeting were presented. Ms. Randazzo had taken the minutes on behalf of Ms. Craig who had a personal conflict and could not attend the December meeting. The Board reviewed and agreed with several proposed edits. Ms. Randazzo motioned to approve. Ms. Shartle seconded; all in favor, motion carried.

Library Finance Report: The Board moved on to a review of the **December 2024** Finance report. Ms. Myrah stated that mobile printing will now be a core service of EIN. Ms. Myrah also provided information that recently came to her attention that there had been a transposed number in the 2024 salary budget field. This error resulted in an approximate \$ 900 overpayment affecting one employee in 2024. The issue has been corrected with the borough and arrangements made with the employee to recover the overpayment over an extended period in 2025. The Board spent some time discussing the issue and asked if any measures could have been implemented to identify it earlier. Ms. Myrah advised this was the only time in her tenure with the library that she could recall this type of situation occurring. There being no further concerns with the financial reports, Ms. Craig motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah provided a summary of highlights from **December, as well as some planned future activities.** A few highlights included:

- The roof leak was repaired in mid-December and the Public Works Department replaced a few damaged ceiling tiles. Since that time, no further leaks have been noticed.
- There were 7 entries for the Willow Wonderland gingerbread house contest.
- The library received grant funding for the Chair Yoga program through March.
- Several people have expressed interest in the open part-time page/assistant position. Ms. Myrah has interviewed 2 potential candidates.
- The 2025 Friends Membership Form is now available, and the annual membership enrollment is underway.
- Announcement of a new diabetes prevention program that is sponsored by the Sight Center of Northwest PA. An informational session will be held on January 14th. The program will last for a year and will start with weekly meetings. After 3 months, the meetings will be held every two weeks and eventually move to once a month. The sponsor has indicated they may start a second session if some people can't attend during the day.

During the Director's update, a few general questions/comments were made by various Board members. Ms. Craig asked a few questions about the new diabetes prevention program and if the library's kitchen will be used during the program. Ms. Phillips commented on the value of the Chair Yoga program and the variety of activities that are being scheduled for patrons.

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz's report was reviewed by the Board. A few highlights included:

- The teens programs still have not received much participation. Plans are in the works to try to offer more engaging monthly events for teens and tweens.
- After-school programs continue to be well-attended. Plans are in the works to do special programming during this time.
- Family Game Night and Family Lego Night will be added to the calendar.
- The Youth Services Area on the main floor of the library will be revamped and refreshed in 2025.

During a review of the report, Ms. Myrah also stated that preliminary work has started for National Library Week, which will be held April 6th to 13th.

Current and Upcoming Business:

Election of Officers. Terms are still in place for the President, Vice-President and Secretary positions. No changes are currently needed.

Board Responsibilities and Conflict-of-Interest. The Board spent several minutes reviewing and discussing the Conflict-of-Interest Disclosure Statements on the form. Several minor changes were proposed and accepted by the members. The final version was signed by each of the current Board members. Ms. Myrah will post the document on the library's website.

Board Self-Evaluation. Ms. Phillips had issued a template for the Board members to review prior to the meeting and requested members come to the meeting prepared to discuss the tool. The Board spent considerable time discussing the categories and identified specific opportunities for improvement, including pursuing additional education on budgets, engagement with the community, recruiting for open Board positions, and improved feedback from key stakeholders. The Board agreed it would be beneficial to also align these items with the pillars of the Strategic Plan and identify specific activities and goals to measure progress. Ms. Myrah will also post this document on the library's website.

Updating Library Policies for 2025. Ms. Phillips stated it was important for a plan to be developed in conjunction with the Library Director. She asked Ms. Myrah to identify which policies she would recommend we start with and issue that information to the Board. Ms. Phillips asked the Board to commit to reviewing the information prior to the February meeting so that meaningful discussion could happen at the meeting.

Continued Business:

Board Vacancies. As of the January meeting, no letters of interest were received yet for the two vacant board positions. The information is posted on the library website, on the borough's Facebook page, and flyers are posted in the library. The Board discussed other recruitment ideas and requested Ms. Myrah email them the flyer to use as a tool when talking with prospective members. Several Board members discussed placing a notice on their Love Your Library yard signs to see if that would generate any interest from people passing by.

Articles of Interest and Announcements: As part of the Strategic Plan, the Board strives to share community related information and opportunities for community learning and collaboration. A few items are listed below:

Ms. Phillips referenced the link on the agenda to the Castle Shannon Borough Manager's message and update regarding the 2025 Community Day plans.

There was also recognition of the re-vamped Castle Shannon Borough's website and discussion around the ease in accessing information with the new format.

Correspondence: Ms. Myrah shared that she had received two communications since the last meeting. One was an email from a parent who attended the Castle Shannon Christmas tree lighting. They thanked the library staff for manning a table at the event, giving out meaningful hand-outs to the children and all they do to promote the library and serve patrons. The second communication was a thank you to the staff for all they do for the community, donation of a box of games and puzzles, and a recurring monthly donation of approximately \$ 20. This person now lives on the West Coast but has a strong connection to the Castle Shannon library.

The Board thanked Ms. Myrah for sharing this information and acknowledged how the team members at the library work hard every day to make our library a special place for patrons and visitors to the area. Ms. Myrah indicated that she had already sent thank you notes to the two individuals.

Policy Issues: None

Public Comment(s), Session # 2:

Ms. Phillips opened the second public comment period. There being no one who wanted to speak, the second public comment period was closed.

Adjournment: 9:00 p.m. Ms. Randazzo motioned to adjourn; Ms. Shartle seconded; all in favor, motion carried.

Respectfully submitted,
Mary Craig, Board Secretary