

Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
March 6, 2025
Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments*
5. Approval of February, 2025 Board Meeting Minutes
6. Approval of February, 2025 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Borough Council Meeting on March 24th @7pm- Library Staff and Trustees will be there to show support for National Library Week—remember to wear “Love your Library” t-shirts.
 - National Library Week (NLW) is Sunday, April 6th to Saturday, April 12th. Castle Shannon Library main events:
 - **Tuesday, April 8th Tiny Art Show** [4th Annual Tiny Art Show-Tuesday, April 8th at 6:30PM—Pick Up Your Canvas Today! – Castle Shannon Library](#)
 - **Tuesday, April 8th National Library Workers Day** – Staff recognition on behalf of Trustees being planned. Between now and March 30th – **ALA SUBMIT A LIBRARY STAR:** <https://www.surveymonkey.com/r/SubmitAStarforNLWD>
 - Trustees feedback of library programs attended in February/March
 - Board of Trustees April board meeting is Thursday, April 3rd (week before NLW)
 - Friends of the Library March book sale and April flea market details: [Friends of the Castle Shannon Library](#) Book sale: Thursday, March 13th 10:30 am – 7:00 pm | Friday, March 14th 10:30 am – 4 pm | Saturday, March 15th 10:30 am – 3:00 pm
 - Library state report is being submitted on March 10th. We will review it at the April meeting.
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
 - Library Friends and Trustee Institute is Saturday, March 15th. Virtual sessions will be recorded and available for Trustees the following week. Below are session topics. Consensus to consider viewing one relevant topic at the April board meeting.
 - **Educational opportunity** (virtual event) for Trustees on **Wednesday, March 19th, 6-7pm**
 - ***All About the Money: Financials for Trustees - an in-depth look at the trustee roles and responsibilities associated with the money libraries take in, manage and spend.*** Offered by the Four County Library System in South Central New York. For individual interest and registration <https://register.gotowebinar.com/register/5610825873436905819>
12. Policy Issues
13. Continued Business
 - Updating Library Policies for 2025
 - Connecting with local library boards (Heather provided list of comparable ACLA size, region libraries)
14. Articles of Interest
 - Donelle is featured in the Post-Gazette about the Library's Cook the Book Program! [Cookbook clubs are a tasty way to try new recipes — and make new friends | Pittsburgh Post-Gazette](#)
 - March is Women’s History Month [Women Subjects on U.S. Postage Stamps](#)
15. Announcements
16. Public Comments*
17. Adjournment

*Individuals who would like to speak publicly must announce first and last name before speaking, respect a three minute commenting protocol and recognize the overall total time of a thirty minute window for public comments. When public commenting closes after the final speaker, the Board will not engage in further discussion with the audience, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

Library Friends and Trustees Institute on Saturday, March 15, 2025 Co-sponsored by Pennsylvania Citizens for Better Libraries (PCBL) and the Pennsylvania Library Association (PaLA). All sessions will be recorded and available for extended viewing through June 15! Topics include:

- Your Library Subject to the Right-to-Know Law & Sunshine Act
- New PA Department of State Reporting Requirements
- Library Statute & Regulations
- Easy Advocacy for Your Library
- How to Tell Your Library Story
- Keystone Grants for Facilities Program
- How to Position Your Library as a Charity of Choice
- Protecting Funds from Fraud