

**Community Library of Castle Shannon  
Board of Trustees Meeting Minutes  
February 6, 2025**

**Meeting:** Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:01 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, Brandon Priddy, Maureen Lackey and Heather Myrah (Library Director).

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

**Public Comment(s) Session # 1:**

*Kathy Pattak, VP of the Friends Group*, provided an overview of the funds used for purchases in 2024 and distributed an itemized list to the Board. The total spent was \$ 7,000. A few of the larger items purchased included: a television and accessories, chairs, donation envelopes, 8' tables, etc. The Board thanked Ms. Pattak for the update and the work the Friends does to benefit the library. Ms. Pattak also shared that Ms. Leah Frisoli has moved into the Friend's Secretary position since Ms. Lackey resigned that position to become a Board member.

*Donelle Mayausky, Circulation Desk Supervisor*, welcomed the 2 new Board members. She then mentioned the library's interest in having police members drop by the library for visibility and interaction. Ms. Randazzo asked if regular police walk-throughs were occurring. Ms. Myrah stated nothing regular was occurring. The Board spent a few minutes discussing this and concluded this would be a good idea. Ms. Myrah advised she will mention it at the next Borough meeting and suggest an activity like "pizza & coloring with the police". Ms. Shartle suggested they may want to consider a K-9 dog activity. Ms. Lackey asked about active shooter training and Ms. Myrah stated she has asked the Chief to hold this within the library in 2025. We did have the Castle Shannon Police come to the library a few years ago about ALICE training. We were hoping for hands-on training. They provided more of a summary of ALICE training. Mr. Priddy shared evacuation and disaster drills were performed by local police at another library he worked at. Ms. Myrah will let the Board know if she needs their involvement to get these things scheduled. Ms. Mayausky also announced that the Tiny Art Show will be held in early April. This year if some artists are willing to donate their art, the plan is to hold a silent auction with the proceeds benefiting the Summer Reading Program.

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

**Meeting Minutes:** The minutes of the **January 2025** Board of Trustees meeting were presented. Ms. Shartle motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

**Library Finance Report:** The Board moved on to a review of the **January 2025** Finance report. Ms. Myrah stated that the copier lease/maintenance lines are blank this month due to a new system. The charges will be back on future reports. There being no further concerns with the financial reports Ms. Heckmann motioned to approve. Ms. Lackey seconded; all in favor, motion carried.

**Review of 2025 Board of Trustees List:** Ms. Myrah requested each Board member review the information and advise her of any changes. Several changes were needed. Ms. Myrah will correct and re-issue the list to Board members.

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

- A request to close the library early on March 24<sup>th</sup> so staff can attend the Borough Council meeting to show support for National Library Week which will be held April 6<sup>th</sup> through 12<sup>th</sup>.
- A reminder that the 2025 Friends and Trustee Institute will be held on Saturday, March 15<sup>th</sup>. Session recordings will be available starting March 20<sup>th</sup> for those unable to attend in person.
- Ms. Myrah will send the online links to Board members to apply for volunteer clearances.
- The part-time library/page assistant has been hired and will start in February.
- The Friends Group is donating \$ 1,500 to cover the costs for a new kitchen sink sprayer, dishwasher and a hot/cold water cooler for the staff area.

During the Director's update, a few general questions/comments were made by various Board members. Ms. Craig asked a few questions about the clearance process and Ms. Phillips encouraged Board members to attend the March 24<sup>th</sup> Borough Council meeting if they were available to do so.

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

- The Youth Services Area on the main floor of the library is still being refreshed. Some wallpaper has been added to the back of bookcases and a new sign will be installed for the "Teen" space.
- There were 240 participants across 21 programs in January.
- Plans are underway to prepare for the Summer Reading program. The theme this year will be "Color Our World" and several art programs are being planned for the summer.

### **Current and Upcoming Business:**

**Introduction of new Board members.** Ms. Phillips officially welcomed the two new Board members and shared that each of them brings new skills and talents to the Board. She asked each of them to say a few words about their backgrounds. Ms. Lackey stated she was recently a member of the Executive Board of the Friends Group and she believes it takes a village to support the library. She has 30+ years of experience as a speech language therapist and believes in the importance of listening. Next, Mr. Priddy shared that he is currently a Collections Librarian and has 14 years of experience working in several local libraries. He has a Master of Library and Information Science degree and believes that libraries serve a vital community role and belong to everyone.

**Individual responsibility assignments.** The Board spent several minutes reviewing and discussing the five areas Ms. Phillips outlined in the agenda. There was consensus that these items closely aligned with the Board's Strategic Plan and that with individual ownership, these items could be attained. Ms. Shartle agreed to periodically review the website/webpage and alert members to opportunities and provide feedback to improve it. Ms. Phillips agreed to seek professional education or outreach meeting opportunities. All members agreed to attend some of the Borough Council meetings. Ms. Craig will coordinate and issue the schedule once she hears from everyone regarding their availability. Ms. Craig agreed to handle staff recognition and Board community outreach. All members will try to attend more library programs and introduce themselves at the events.

**Connecting with local library boards.** The Board reviewed the hand-outs provided by Ms. Phillips about 5 local libraries and discussed various ways to connect with other Boards. The Board agreed it would be helpful to benchmark against others and Ms. Randazzo suggested possibly hosting an in-person networking event. This will be discussed in more detail at a future meeting. Ms. Myrah will inquire with ACLA as to if they are planning any face-to-face networking opportunity for Boards. Ms. Myrah will also issue a list of libraries to Ms. Phillips so that she can contact other Boards.

**Collaborating with the Friends Group.** Ms. Phillips reminded the Board that the Friends Group had invited the Board members to a strategic planning meeting on February 22<sup>nd</sup> at 10:30 a.m. All Board members who can attend, are encouraged to do so.

**Continued Business:**

**Updating Library Policies for 2025.** Ms. Phillips stated this initiative will be postponed for 1 to 2 months so that the two newer Board members have a chance to become acclimated to their roles & review related materials.

**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 shared that February is American Heart Month and referenced the link on the agenda to the website. National Wear Red Day will be observed on February 7<sup>th</sup>.

**Correspondence:** None

**Policy Issues:** None

**Updated COI Form:** The 2 new Board members reviewed and signed the Conflict-of-Interest form. Ms. Myrah will post the updated form with all Board member signatures on the website.

**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:** 8:57p.m. Ms. Randazzo motioned to adjourn; Ms. Shartle seconded; all in favor, motion carried.

Respectfully submitted,  
Mary Craig, Board Secretary