

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
April 3, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:03 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, Laura Heckmann, Maureen Lackey, and Heather Myrah (Library Director). Excused: Brandon Priddy and Lisa Shartle.

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, Vice President of the Friends and Chair of the Flea Market, stated that the Flea Market is planned for Saturday, April 12th with set-up on Friday. She welcomed help from anyone who may be able to attend either day. She acknowledged that Ms. Craig and Ms. Lackey had already volunteered.

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

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

Library Finance Report: The Board moved on to a review of the **March 2025** Finance report. Ms. Phillips asked Ms. Myrah for her thoughts on areas that may be able to be cut or reduced. Ms. Myrah explained how she researches the best pricing opportunities, and she also has to manage the adult book purchases to meet ACLA's 12% goal for the annual report. Ms. Myrah indicated there is very little wiggle room left to make any cuts. The Board also spent time discussing the increase in patron donations for the crafts to offset expenses, the low hourly rate for part-time employees and the impact the lower millage allocation has had over the past few years. There being no further concerns with the financial reports Ms. Randazzo motioned to approve. Ms. Lackey seconded; all in favor, motion carried.

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

- A new part-time library page (Mindy Sherry) will start in early April and will be working several Saturdays a month.
- The Friends Used Book Sale was a big success, with more than \$ 3,200 raised. Ms. Donnell chairs this event and has made a positive impact with signage, special Castle Shannon Library book bags, table organization, etc.
- The Allegheny County Library Association (ACLA) clarified that the 2026 RAD Formula will no longer include a requirement for Sunday hours and that the RAD Board believes each library knows best how to schedule hours of operation and staffing to meet most patrons' needs.
- The Tiny Art Show will be held on April 8th. Ms. Myrah thanked everyone for their donations to offset expenses to host this event. A few more items are still needed if anyone can provide the fruit tray or cookies.
- Staff from Representative Dan Miller's office were in the library on March 17th to assist patrons with Property Tax/Rent Rebate forms. Six people took advantage of this service.
- The funding for Chair Yoga has ended, but the instructor is donating her time to continue holding the class twice a month. Any monetary contributions are appreciated.

During the Director's report, several questions were asked regarding the upcoming April and May fundraisers, ideas for using the book sale proceeds, and relief expressed that the RAD Board was in support of libraries controlling their own hours of operation.

Children and Youth Services Coordinator's Report: The Board moved on to a review of Ms. Morgan-Opitz's report. A few highlights included:

- Progress continues with the preparation for the Summer Reading program. More details will be available at the May meeting.

- There were 446 patrons who participated in the 31 youth programs offered in March. This included 330 children and 116 adults.
- Shelves were installed in the programming room to hold gaming switches. This allows for easier set up and clean up.
- Several children have written notes regarding National Library Week and how they enjoy the library.

Current and Upcoming Business:

National Library Week. The Board spent several minutes reviewing and discussing the plans for the week of April 6th to April 12th including plans to recognize the staff. Ms. Phillips reminded those in attendance that the Tiny Art Show is a great opportunity to mingle with patrons and staff and celebrate the hard work they do to hold these events. Ms. Phillips encouraged Board members to visit the library during National Library Week.

Trustee's Feedback on Library Programs/Events Attended. A majority of the Board members attended the March 24th Borough Council meeting. The Board appreciated the mayor's proclamation for Library Appreciation Week. All members of the Council were thanked for their ongoing support of the library and given an invitation to attend the Tiny Art Show on April 8th.

Library Friends and Trustee Institute. This year, the annual educational sessions were held on the same day as the Friends Book Sale. So instead of viewing the sessions live, the Board will periodically watch recorded videos of the sessions of interest. One such course, "Building and Sustaining Libraries", will be viewed at the conclusion of tonight's meeting.

Upcoming Events. The library will host the Tiny Art Show on April 8th. There are over 150 submissions and approximately 75 have agreed to donate their art to the silent auction. Proceeds will benefit the Children's and Youth Summer programming. The Friends Flea Market will be held at the lower level of the library on April 12th. Volunteers are still needed to help with set-up, the activities during the day and clean-up.

Report of the President/or Trustees:

Updating Library Policies for 2025. Ms. Phillips stated this initiative will begin next month.

Connecting with Local Library Boards. Ms. Phillips has postponed her work on this for the immediate future as Amy Anderson from ACLA plans to hold meetings among multiple libraries later this year that should lead to information sharing and best practices.

State Report. The report will be reviewed at a future meeting.

Articles of Interest and Announcements: None

Correspondence Suggestion Box: Ms. Myrah shared several notes from children who use the library and wanted to express their excitement for National Library Week and how they benefit from the programs, games, books, etc. It was clear they love coming to the library and that they enjoy their interactions with the staff. There was also a thank you note from Ms. Morgan-Opitz to the Board.

Policy Issues: None

Public Comment(s) Session # 2:

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

Trustees Professional Development/Education Session: As part of the Board of Trustees ongoing Professional Development, Ms. Myrah and Board members watched a recorded session from the Pennsylvania Library Association 2025 Friends and Trustee Institute on "Building and Sustaining Successful Libraries". The session was approximately 45 minutes long and was presented by Susan Banks, Deputy Secretary and State Librarian and Heather Sharpe, Director of Library Development. The presentation covered the following topics: Office of Commonwealth Libraries (OCL) responsibilities, library structure overview, Library Law and State Aid, Board Member responsibilities and role as an advocate for libraries, coordination with the Friends group, dos and don'ts for Board Members and Friends Members, areas to focus on, etc.

Adjournment: 9:10 p.m. Ms. Lackey motioned to adjourn; Ms. Randazzo seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary