

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
May 1, 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, Laura Heckmann, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). Excused: 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:

Ms. Randazzo welcomed Michael Foote, Castle Shannon Borough Manager. Mr. Foote provided a brief overview of the Hamilton Park improvements, the planning grant from the State and the establishment of a steering committee for the development of the Vitte site, stated there is increased foot traffic and business growth on the Willow Corridor, the planned replacement of the holiday banners in the business district and some highlights for this year's community day scheduled for May 31st.

Kathy Pattak, Vice President of the Friends and Chair of the Flea Market, stated that the Flea Market raised almost \$ 1,400, the membership drive is underway according to the Friends By-Laws, and a "Friendsapalooza" event is planned to collaborate and learn from other local Friends groups. She also mentioned that due to the inclement weather on April 29th, the planning meeting for the "Christmas in July" event will be rescheduled.

Ms. Phillips presented Ms. Pattak with a thank you note and small keepsake from the Board to the Friends Group in appreciation for their continued support for the library.

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

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

Library Finance Report: The Board was unable to review the **April 2025** Financial Reports at this time due to the early timing of this month's meeting, the retirement of the person who previously prepared the reports, and to give the new person time to prepare and review the reports prior to issuing them. Ms. Myrah will email the reports to the Boards once she receives them. The Board agreed to review and then vote on the April reports at the next meeting.

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

- Recruitment of a new library part-time weekend Desk Supervisor is underway.
- Library staff will work 2 shifts during the May 31st Community Day and Ms. Myrah encouraged Board members to stop by.
- The library served as a place of refuge during the storm on April 29th. Staff gathered children who were in the library and moved them downstairs for their safety until the storm passed.
- The library briefly lost power and phone service during the storm aftermath, but was able to remain open, service patrons and allow them to charge their devices throughout the week.
- Allegheny County Library Association (ACLA) updates:
 - The grant report is due by Friday, May 16th and is tied to the funding received to expand the Global Language Collection.
 - Baby Bags—each bag will contain items and resources for parents. Ms. Morgan-Opitz is working on the application and hopes for a grant in the amount of \$ 2,000 to \$ 3,000.
 - The invoice for the library's share of eResources was received and amounts to just over \$ 6,000.
 - The 2025 Experience kits will launch on June 1st.

The Board commended Ms. Myrah and the library staff for their response during the storm and providing a haven for many in the community during the aftermath of the unprecedented storm.

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 and development of marketing posts and whimsical decorations.
- Prizes are being researched with plans to offer smaller prizes that allow more children to win.
- There will be several Family Game Nights, monthly Lego Club activities, a Messy Art Day, and a visit by an Allegheny County Park Ranger to learn about animal coloration and camouflage.
- 150 books have been purchased for give-a-ways this summer. Much of the proceeds to purchase these books came from the library's "Dine to Donate" events.
- There were 509 patrons who participated in the 26 youth programs offered in April. This included 339 children and 170 adults.

Current and Upcoming Business:

Summer Hours of Operation on Saturdays. The Board spent several minutes reviewing and discussing the current hours of operation and the state's provision permitting public libraries to reduce hours on the weekend during the summer months. The Board considered its impact on staff, patrons, and whether other libraries have done this. After discussing the pros and cons, the Board agreed to reduce the Saturday hours this summer. Patrons can still access resources online and provide feedback to consider for next year's summer hours of operation. Ms. Myrah will review the change with staff so they will be able to explain why the hours were reduced this summer.

Public Works Recognition. In honor of Public Works Recognition Week in May, the Board asked Ms. Myrah to give the Public Works staff a thank you card from the Board in appreciation for the services provided to the library and to invite them to stop by the library for some Sarris candy treats.

Staff Recognition. The Board will host an ice-cream social event for the staff following their staff meeting on June 4th. All Board members who can attend are encouraged to do so.

Adding the library's profile to Candid. Ms. Phillips explained that Candid is a database that is used to research nonprofit organizations and promote transparency. She and Ms. Myrah accessed the online site using the large screen in the community room and showed the Board the type of information that is available and how easy it is to navigate. Ms. Phillips volunteered to write the initial information and share it with Ms. Myrah prior to posting it on the site.

Report of the President.

Ms. Phillips provided an update regarding several options for connecting with local boards. The Board discussed the possibility of holding an open house or networking event at the library. Ms. Craig inquired as to whether Amy Anderson of ACLA had provided any update yet regarding the potential for a conference where local boards could get together to benchmark and share ideas. Ms. Myrah will follow up with Ms. Anderson and advise the Board.

The Board discussed several options for engaging with the community and holding a fund-raising event. Ms. Phillips asked the members to think about options and email her a list of ideas, potential vendors, tasks, themes, challenges, locations, food, alcohol, etc. Ms. Phillips will consolidate the responses and share with the Board as this initiative moves forward.

The library policies and review of the state report will be covered at a future meeting.

Articles of Interest and Announcements: Ms. Phillips referenced the RAD Summer Staycation program where some of Pittsburgh's favorite attractions offer free admissions. She included links in the agenda to the "RAD works here" web page and to the RAD Pass reservation page.

Correspondence Suggestion Box: None

Public Comment(s) Session # 2:

Ms. Phillips opened the second public comment period. Mr. Foote noted that the Chamber of Commerce is considering a vendor event and may be willing to collaborate with the Board on a fundraising initiative. He will email the contact person's information and dates/options to Ms. Randazzo and Ms. Phillips to get the discussion started. There being no other person requesting to speak, the second public comment period was closed.

Adjournment: 9:15 p.m. Ms. Randazzo motioned to adjourn; Ms. Heckmann seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary