Community Library of Castle Shannon
Board of Trustees Meeting Minutes
June 5, 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). Note: The Borough has not yet appointed a new council member to take Ms. Shartle's position on the Board of Trustees.

Guest Presenter: Ms. Amber Morgan-Opitz.

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, announced that the Christmas in July event has been scheduled for July 26th. This is a new event and there is a lot of excitement around it. Ms. Pattak next shared that the Mt. Lebanon Library posted a notice on their website supporting a book sanctuary movement and inquired if Castle Shannon was considering this as well.

Ms. Myrah replied that ACLA (Allegheny County Library Association) is considering this for all libraries and more discussion and guidance will be forthcoming. Mr. Priddy provided some insight as to the intent of the movement and feedback he heard from staff at the Mt. Lebanon Library. Ms. Phillips said that if Ms. Myrah wants to move forward with this, she could bring a resolution to the Board for consideration. In the meantime, Ms. Myrah agreed to send preliminary information to the Board for review.

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

Meeting Minutes: The minutes of the **May 2025** Board of Trustees meeting were presented. Ms. Myrah requested a minor change to the spelling of the "Friendsapalooza" event in the public comment section. Ms. Randazzo motioned to approve contingent that the edit is made. Ms. Heckmann seconded; all in favor, motion carried.

Library Finance Reports: The Board reviewed the **April & May 2025** Financial Reports. Ms. Phillips asked for clarification of a charge on the furniture and equipment line item. Ms. Myrah stated that the expense was for plumbing for the new dishwasher. There being no other questions on the financial reports, Ms. Phillips requested separate approvals for each month's reports. April reports, Ms. Craig motioned to approve. Ms. Lackey seconded; all in favor, motion carried. May reports, Ms. Lackey motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

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

- A good candidate for the weekend part-time Desk Supervisor will be interviewed by Mr. Foote and then the name will be submitted to the Borough Council for final approval. These added steps will likely delay the new hire's start date a month or so.
- The Board approved Ms. Myrah's request to sponsor a hole in the 6th annual CSYA Golf Outing on October 4th.
- The website upgrade will occur in late summer or early fall.
- The handicap spot in the side parking lot may need additional paving to bring it flush with the sidewalk.
- Mr. Foote is scheduling CPR & AED training for Public Works and the library staff.
- Allegheny County Library Association (ACLA) updates:
    - The ACLA grant report was submitted on 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 submitted the application and hopes for a grant in the amount of $ 2,000 to $ 3,000.
    - More guidance and discussion will be coming from ACLA regarding the book sanctuary movement.
    - Ms. Myrah is preparing a memo explaining why the library did not meet the 12% Collection Expenditures goal in 2024. The library reported 9.92%. Ms. Myrah shared that the percentage was impacted by the roof replacement, utility expenses paid by the borough, and building maintenance as these expenses are now included in the Annual State Report. She also shared that 18 libraries did not meet the 12% goal.

The Board spent considerable time discussing public safety and borough plans if basic services like power, water, or internet service were interrupted and safety checks to replace pads for the AED machine or to ensure Narcan supplies are available.

<u>Children and Youth Services Coordinator's Report:</u> Ms. Morgan-Opitz presented her report. A few highlights included:

- The kick-off summer reading party is scheduled for June 6 and will be moved inside due to the weather forecast.
- Two local businesses, Nick's Pizza and Anthos, have donated food and treats for the kick-off party.
- Ms. Morgan-Opitz hopes to increase the participation rate over last year's total of 182 across all youth categories.
- There are a variety of prizes for various stages of participation, including Dr. Seuss bags for anyone reading 1000 books.
- There were 106 patrons who participated in the 15 youth programs offered in May. This included 68 children and 38 adults.
- There are new and fun decorations displayed in the library. Staff and children used empty paint cans donated by Sherwin Williams and added brightly colored scarves to mimic paint spilling from the paint cans.

<u>Current and Upcoming Business:</u>

Renewing/Voting on a Trustee's Term. Ms. Heckmann's term will end in July, and she will be unable to continue as a Board member at this time due to other personal commitments. The Board expressed appreciation for her service and a motion was made to accept her resignation with regret. Ms. Craig motioned to accept. Ms. Lackey seconded; all in favor, motion carried.

State Report. The year ending 2024 report was filed on time. The Board received a copy of the report for review.

Strategic Plan Assessment # 3. The Board continues to make progress in meeting its Strategic Plan goals, especially around pillar # 5, Board Transparency and Engagement. Each Board member has committed to attending at least one Borough Council meeting each quarter.

Approval of Library Expenditures for July & August. The Board approved following the same process it had used last year during the summer hiatus. Ms. Myrah will email the reports to the Board for review and to address any questions or concerns.

Trustees Annual Timeline. Ms. Phillips has created a timeline to aid the Board in performing its duties and identifying key milestones and activities by each month of the year. She requested feedback from the Board on additional items that may need to be added.

Updating Library Policies. Ms. Phillips shared a document she created regarding some potential changes to existing policies. The Board discussed implementing several new policies and the potential to combine several others. Ms.Myrah stated she will resend a checklist from ACLA showing recommended policies among 4 or 5 different categories of policies.

<u>Correspondence Suggestion Box:</u> None

<u>Report of the President</u>.
Ms. Phillips advised that she had discussions with Mr. Foote regarding adding a line item to the 2026 Library Budget for Board expenses. Currently, the Board pays expenses from individual Board members' personal donations. Mr. Foote expressed a willingness to consider Ms. Phillips' request. The Board spent a few minutes discussing the amount to recommend for the year. Ms. Phillips will follow up with Mr. Foote.

Ms. Phillips shared that the fundraising collaboration meeting with the development group had to be rescheduled, and she did not yet have the meeting details.

Ms. Phillips reminded the Board members of the upcoming Borough Council meetings over the summer and thanked members for agreeing to attend those they could.

<u>Articles of Interest and Announcements:</u> Ms. Phillips included a link in the agenda to the "Top 10 Modern Uses for Libraries in 2025".

<u>Public Comment(s) Session # 2:</u>
Ms. Phillips opened the second public comment period. There being no one requesting to speak, the comment period was closed.

<u>Adjournment:</u> 9:14 p.m. Ms. Randazzo motioned to adjourn; Ms.Heckmann seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary