

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
September 4, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:02 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, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). Note: There are two Board vacancies. One is due to Ms. Heckmann's term ending in July, and the second vacancy will be filled once the Borough appoints a new council member to 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 included games, activities, photos with Santa, 5 vendor booths and a flea market. Over \$ 200 was raised. This was the first year holding this event, and a debriefing will be held on September 22nd to identify what worked well and how to better market the event in the future. Ms. Pattak also mentioned the Friends Book Sale will be held this Thursday through Saturday and that tickets for multiple baskets will be available for purchase.

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

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

Library Finance Reports: The Board reviewed the **August, 2025** Financial Reports. Ms. Phillips asked if there were any unusual expenses. Ms. Myrah advised that there were several attempts to repair the air conditioner and the thermostat. Ms. Myrah also shared that there are plans to update the security cameras in the future, the real estate income tax revenue is lower than expected to be this year and the state budget is also not yet finalized. There being no other questions on the financial reports, Ms. Craig motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

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

- Recognition of Ms. Mayausky's work on the Crafternoon and Crafterdark activities. These have been well-attended and a big success with patrons. Recently, they had to close enrollment as the class was full.
- The donations raised by the Young Librarians went towards the purchase of a bigger outdoor storage unit for the Food Pantry.
- The "Love Your Library" campaign is in its 10th year. The library has set an aggressive goal to raise \$ 10,000 this year and progress will be displayed on a large thermostat graphic in the library. Lawn signs are available, and patrons can earn swag based upon donation levels. The Jack Buncher Foundation is again matching individual donations, up to a maximum of \$ 500 per donor per library.
- The RAD Pass has been expanded for year-round activities, more admissions, workshops, live performances, etc.
- The library will host a flu and covid shot clinic for the community on November 20th.
- The Allegheny County Library Association (ACLA) will provide comparable library and community size salaries and wage information to Ms. Myrah to help in evaluating the part-time salary levels. The data is from a 2021 survey.

The Board spent time thanking Ms. Mayausky for her efforts, discussing how to recognize the Young Librarians for their involvement and donations, the importance of the flu and covid shot clinic, the importance of pursuing funding for educational programs, in addition to free programs, for employees to attend and next steps to recommend salary increases for part-time staff.

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

- There were nearly 50 different youth programs/activities held from early June through mid-August, with 475 children and 279 adults in attendance.
- The 7 Preschool Storytime programs were full most weeks.
- The Messy Art Day was very popular and there are plans to hold this activity again next year.
- The Summer Reading Program had an increase in registration, but a lower than anticipated completion rate. There were 284 registrations compared to last year's 182 registrations across all youth categories.
- The Young Librarians donated \$ 220 to the library's Free Little Pantry which helped purchase the bigger storage unit.

Current and Upcoming Business:

Renewing/Voting on a Trustee's Term. Ms. Craig's term will end in October. The Board will vote at the next meeting.

Library Policy Updates. The Board recommended Ms. Myrah use ACLA's policy worksheet & recommendations as a starting point. Ms. Phillips also shared how another library includes links to their policies. Ms. Myrah advised that the Borough is also updating policies, and some will be applicable to the library. The Board discussed prioritizing the list of policies to be worked on so that progress could be made on this initiative.

Board Vacancies. The Board discussed additional ideas to attract candidates and whether the current structure including a Borough liaison is effective. Mr. Priddy and Ms. Lackey suggested different approaches and language that may encourage candidates to apply. If the campaigns are unsuccessful, the Board discussed the possibility of expanding the search to residents of nearby communities.

2026 Library Closure Dates. Ms. Randazzo motioned to approve. Ms. Craig seconded; all in favor, motion carried.

2026 Board Meeting Dates. Ms. Lackey motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Library Financial Management Courses. Ms. Phillips had included a link in the agenda to an organization that provides educational courses that may be helpful to Board members. The Board agreed to attend. One or more courses will be identified and presented at future meetings. Ms. Phillips encouraged Board members to identify and share any other educational opportunities or articles.

Correspondence Suggestion Box: None

Report of the President

Fundraising. Ms. Phillips advised that several potential fund-raising ideas are under consideration for 2026, contingent upon potential seed money, possibly from Borough Council. Mr. Priddy also suggested a brewery tour that was well-attended and was sponsored by a different library.

Castle Shannon Borough Council Meetings. Each Board member has committed to attending at least one Borough Council meeting each quarter. Ms. Craig has distributed the schedule through the end of 2025.

Trustee Project. Ms. Phillips is trying to arrange for a guest presenter for the October meeting to discuss grant funding.

Conference Update: Mr. Priddy attended a conference that addressed the importance of diversity on Boards, how to address animosity among Board members, working independently from local government and an increase in some states to ban books.

Articles of Interest and Announcements: Ms. Phillips included a link in the agenda to the "Trustee Project Very Early Findings".

Public Comment(s) Session # 2:

Ms. Phillips opened the second public comment period. Ms. *Pattak* asked about the status of the gala that was discussed at a prior meeting. Ms. Phillips advised that nothing has been finalized yet. She explained that the Board is still in the early stages of brainstorming fundraising ideas and identifying potential funding sources. There being no other person wishing to speak, Ms. Phillips closed the second comment period.

Adjournment: 9:09 p.m. Ms. Randazzo motioned to adjourn; Ms. Lackey seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary