

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
January 5, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:05 PM

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Diane Fabry, Laura Heckmann, Donece Janiak, Donna Phillips, Marian Randazzo, Jennifer Shushnar, and Library Director, Heather Myrah.

Meeting Minutes: The minutes from the December 2022 Board of Trustees meeting were presented. Marian Randazzo motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for December 2022 was reviewed. Jenn Shushnar motioned to approve. Mary Craig seconded; all in favor, motion carried.

Library Director's Report: Heather Myrah presented her December 2022 update report for the board.

Children's and Youth Services Report: Amber Morgan-Opitz attended the meeting and discussed the December Youth Services program and gave a summary of attendance. Ms. Morgan-Opitz also discussed how she is organizing displays.

Old Business: None.

New Business:

- Board members vote to renew terms for Donece Janiak and Donna Phillips
 - The board vote was conducted via secret ballots; Marian Randazzo collected and counted the ballots for the Board; the vote resulted unanimously in favor of Donece Janiak renewing her term as a Member-at-Large for another three years and Donna Phillips renewing her term as Board President for one year.
- Castle Shannon Library 2023 closures were discussed and compared with the closure amounts for other libraries in Allegheny County. It was decided that this topic would be revisited at the February, 2023 board meeting to allow for a more thorough analysis and possible revisions.
- Library PA Forward Gold Star Status: The work process for the Library Director and Staff to achieve this current status was discussed.
- Library credit card system: storing and protecting patron personal & financial information
 - Square reader will be encrypted. Staff will not be able to see any information.
 - Minimum of \$5.00 purchase will be required for patrons to use
- All Board meeting minutes for 2022 will be saved as one document and added to the website.

Correspondence: None

Ongoing Business:

- Updating the Library Strategic Plan; Mission & Vision Statements; Core Values and Diversity and Inclusion policy. This will be discussed at a later date.

Adjournment: At 9:10 Marian Randazzo motioned to adjourn. Donece Janiak seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
February 2, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:05 PM

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Diane Fabry, Laura Heckmann, Donna Phillips, Marian Randazzo, Jennifer Shushnar, and Library Director, Heather Myrah. Donece Janiak - excused.

Meeting Minutes: The minutes from the January 2023 Board of Trustees meeting were presented. Marian Randazzo motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for January 2023 was reviewed. Diane Fabry motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah presented her January update report for the Board.

Children's and Youth Services Report: January 2023 summary of services attended. The Summer Reading Program is in being planned.

Old Business: None.

New Business:

- Review 2023 Library closure dates to reduce the number of days that the Library services are not available for Patrons
 - The dates were reviewed but voting for approval will be delayed until Marian Randazzo reviews the dates with the Borough Council
- Proposal for Castle Shannon Library to become a Fine-Free Library (including removing existing fines from patron accounts connected to our Library.
 - Fines over four years will be expunged.
- Library security cameras
 - Library security cameras were discussed. Several cameras are placed both inside and outside of the premises.
- Review first draft of the Diversity/Inclusion Policy for the Castle Shannon Library
 - Mary Craig developed a draft of this policy. Marian Randazzo is sharing it with the Castle Shannon Borough Solicitor so he can review and approve the policy from a legal perspective.

Adjournment: At 8:55 PM, Marian Randazzo motioned to adjourn the meeting. Jennifer Shushnar seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
March 2, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM.

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Diane Fabry, Laura Heckmann, Donna Phillips, Marian Randazzo, Jennifer Shushnar, and Library Director, Heather Myrah. Donece Janiak - excused.

Meeting Minutes: The minutes from the February 2023 Board of Trustees meeting were presented. Jennifer Shushnar motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for February 2023 reviewed. Diane Fabry motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah presented her February 2023 update report for the Board.

Children's and Youth Services Report: February 2023 summary of services was reviewed. Amber Morgan-Opitz will begin attending the board meetings on a quarterly basis (March, June, September, December).

Old Business: None.

New Business:

- Reducing the amount of holiday-related library closure days
 - Follow-up with Marian Randazzo (liaison between the Library and Castle Shannon Borough)
 - The Library is administratively managed by Castle Shannon Borough, but otherwise an independent entity.
 - The Library's hours/days of operation and holiday schedule are not determined by Castle Shannon Borough hours/days of operation.
 - The Board of Trustees, in coordination with the Library Director, will set the library operations and holiday closure schedule.
- Newsletter Article – Review and Approve
 - Marian Randazzo drafted a newsletter introducing the board members. The article will be published in the summer edition of the Castle Shannon magazine.
- Library Satisfaction Survey – Some questions will be revised before it is posted.
- Diversity and Inclusion Policy – Mary Craig drafted an updated version of the policy. Board members and the CS Borough Solicitor reviewed and approved. The policy will be posted on the library website.
- Board members will increase their participation in Library events.
- Performance Evaluations for all library staff will be implemented.
- National Library Week is April 23 – 29, 2023
- Board members reviewed the 2022 CLCS State Report.
- Renovations to the outdoor areas of the library are scheduled to begin this Spring.
- **As of April 23, 2023 the Castle Shannon Library will be eliminating overdue library fines. The goal is to increase access to the library and minimize barriers for all patrons.**

Adjournment: At 8:56 PM, Marian Randazzo motioned to adjourn the meeting. Jennifer Shushnar seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
April 13, 2023
(Changed from April 6 due to scheduling conflicts)

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM.

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Laura Heckmann, Donece Janiak, Donna Phillips and Marian Randazzo. Excused: Diane Fabry, Jennifer Shushnar, and Library Director, Heather Myrah, Library Director.

Meeting Minutes: The Minutes from the March 2023 Board of Trustees meeting were presented. Mary Craig motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for March 2023 was reviewed. The Board requested additional details on Programs/Public Relations expenses for the next meeting. Marian Randazzo motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah had a conflict and was unable to attend the rescheduled April meeting. She provided the Board with electronic and paper copies of her March 2023 report for review.

Children's and Youth Services Report: The March 2023 summary of services was reviewed. The Board discussed the potential to increase offerings for teens and whether there may be opportunities to offer some Saturday activities in the winter months. These recommendations were tabled until the patrons' survey results are tabulated and reviewed.

Old Business:

- Library Satisfaction Survey
 - Donna Phillips had earlier provided the Board with the link to the current 28 survey results.
 - Marian Randazzo shared that additional feedback may be received now that the Castle Shannon newsletter has been distributed. The newsletter includes an article about the library and how community members can participate in the survey.
 - The Board will review the findings at a future meeting after the survey is closed and results are tabulated.

New Business:

- Strategic Planning Document (2023 through 2026)
 - Donna Phillips provided an initial draft for the Board's consideration.
 - The Board discussed the proposed 4 pillars and objectives.
 - Consensus was reached that all Board members need to have time to review the plan and provide input.
 - The Board agreed to review the draft, identify implementation goals and come prepared to discuss at the May meeting.
- Board Self-Evaluation
 - The Board agreed to use the Board Self-Evaluation Questionnaire provided by Donna Phillips and to bring their completed tools to the May meeting.
- Mission, Vision and Core Values
 - The Board reviewed the current mission, vision and core values of the library.
 - Agreement was reached to update these statements to better align with the proposed strategic plan.
 - Considerable time was spent discussing and creating the initial drafts. These will be circulated among all Board members for input.
- Diversity and Inclusion Training for staff and Board members
 - Agreement was reached to add this goal to the strategic plan.

Correspondence/Suggestion: None presented for discussion.

Adjournment:

At 8:55 PM, Marian Randazzo motioned to adjourn the meeting. Mary Craig seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, acting on behalf of Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees
Meeting Minutes
May 4, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM.

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Donna Phillips, Donece Janiak, Marian Randazzo, Heather Myrah, Library Director. Excused: Laura Heckmann and Jennifer Shushnar

Guest Attendance: Kathy Pattak, Vice President for Friends of the Library

Meeting Minutes: The Minutes from the April 2023 Board of Trustees meeting were presented. Marian Randazzo motioned to approve. Donece Janiak seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for April 2023 was reviewed. Diane Fabry motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Director's Report: The report was reviewed and approved.

Children's and Youth Services Report: The April 2023 summary of services was reviewed.

Old Business: None for this discussion

New Business:

- Library Satisfaction Survey
 - 33 Responses Received
- Confirm and post library closures for upcoming Federal Holidays:
 - Monday, May 29 (Memorial Day), Monday, June 19 (Juneteenth), Tuesday July 4, Monday, September 4 (Labor Day)
- Program Spending detailed list of expenses
- ACLA Celebrating our Communities Grant
 - Decision to be made on 5/15
 - Requested \$3,050 to purchase books for all ages
- Status of outreach initiatives
 - Document outlining the outreach efforts in the community. Ms. Myrah attended the Myrtle Avenue School PFO meetings
- Board Self-Evaluation
 - This will be moved to the June meeting so that all board members are present and the whole group discussion can be made
- Finalize Mission, Vision, and Core Responsibilities
 - Will Continue discussion at the June meeting so that all board members can provide feedback and can be finalized
- Strategic Plan 2024-2026 – Review Draft #2 for input and steps to implementation
 - Discussion of adding Pillar #5 of Transparency and Engagement and including expansion to Business Owners and Friends of the Library
 - Will continue at the June meeting to try finalizing for the September meeting

Correspondence/Suggestion: Library employees wrote individual letters to the Board of Trustees detailing concerns about the library satisfaction survey. Mrs. Myrah gave the letters to board members at the very end of the May meeting leaving no time for the Board to carefully review and discuss the letters. An executive session for the Board will be scheduled to review

the letters.

Continued Business:

- Diversity and Inclusion training for library staff and board members will be tabled for June and July

Adjournment: The meeting adjourned at 9:30pm. Mary Craig motioned to adjourn. Marian Randazzo seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
June 1, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM.

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Laura Heckmann, Donna Phillips, Donece Janiak, Marian Randazzo, Jennifer Shushar, Heather Myrah, Library Director.

Meeting Minutes: The Minutes from the May 2023 Board of Trustees meeting were presented. Mary Craig motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for May was reviewed. Marian Randazzo motioned to approve. Donece Janiak seconded; all in favor, motion carried.

Due to the summer break, July and August Financial Expenditures were reviewed and approved.

Library Director's Report: The report was reviewed and approved.

Children's and Youth Services Report: Amber Morgan-Opitz attended the Board Meeting and discussed the Summer Reading program themed "All Together Now". The program begins Friday, June 9th. Other children and teen programs were discussed.

Old Business: None.

New Business:

- Library Satisfaction Survey
 - Overall results and summary were reviewed. This will be revisited at the September meeting.
- The Board reviewed the Library Director's Quarterly Report for status of work expectations/timeline.
- Library statements
 - The new Mission, Values, and Core Statement was adopted and approved.
- Program spending and detailed list of monthly expenditures
 - Mrs. Myrah provided detailed information related to monthly expenditures. The Board asked Mrs. Myrah to continue providing this information.
- ACLA celebrating our Communities Grant
 - The requested amount was approved.
- Board Self-Evaluation review and Strategic Plan
 - Will be further discussed and reviewed in September.
- Strategic Plan 2024-2026
 - Will be further discussed and reviewed in September.

Correspondence/Suggestion: None for this discussion

Continued Business:

- Diversity and Inclusion training for library staff and board members
 - Will be further discussed in September

Adjournment: 9:05 PM Marian Randazzo motioned to approved. Mary Craig seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
September 7, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM.

Opening: The meeting opened with the reading of the Mission Statement and Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Laura Heckmann, Donna Phillips, Jennifer Shushnar, Heather Myrah, Library Director. Excused: Donece Janiak, Marian Randazzo

Meeting Minutes: The Minutes from the June 2023 Board of Trustees meeting were presented. Jennifer Shushnar motioned to approve. Mary Craig seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports (with spending variances) for July and August 2023 were reviewed. Diane Fabry motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Director's Report: The report was reviewed and approved.

Old Business: None for this discussion

Current and New Business:

- September is Love Your Library Month
 - Donations In Memory of Helen McGervey will be used to make a Young Adult section
 - Jack Buncher Foundation provided a gift match for all donations
 - LYL donations have already reached \$1,700 -great start.
- Summer Reading Program (June 9th – August 10th)
 - Amber Morgan-Opitz provided a summary of the program. Participation was down from last year, but the participation results were overall positive
 - Ms. Morgan-Opitz will be attending the October board meeting.
- Library Renovations
 - Bike rack and concrete installation is complete
 - Library sign forthcoming
- Social Media Posting & Guidelines
 - Events and activities are posted on the Library Facebook page, Instagram, and X in order to promote our services and programs
- October Halloween celebrations
 - Friends of the Library will have a table at the event.
 - Full planning for the event is in progress.
- November Library sponsored fundraiser
 - Vendor & Craft Fair – Saturday, November 18 from 10:00 am – 3:00 pm
 - Continue seeking for vendors and crafters
 - Volunteers are needed at the event
 - More information detailing volunteer duties will be discussed at the October meeting
- The Library Director prepared a draft of the 2024 library closure dates. The Board of Trustees reviewed the dates and will continue with final decisions at the October board meeting. The primary goal is to provide patrons with adequate access to the Library and holiday closures for staff members to be with their family.

Correspondence/Suggestion: Correspondence was received from two library patrons acknowledging the great work of library staff.

Continued Business:

- Diversity and Inclusion training for library staff and board members
 - A discussion at the October meeting on what training courses or seminars are available for staff and board members.
- Library Strategic Plan for 2024-2026
 - To be discussed at the October meeting
- Board Self-Evaluation
 - To be discussed at October meeting

Adjournment: The board meeting adjourned at 9:00 PM. Jennifer Shushnar motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

September 2023 Board Meeting Minutes

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
October 5, 2023**

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:01 PM.

Opening: The meeting opened with the Pledge of Allegiance and reading of the Mission Statement.

Roll Call: The following members were in attendance: Mary Craig, Laura Heckmann, Donna Phillips, Marian Randazzo, Jennifer Shushnar, Heather Myrah, Library Director, Amber Morgan-Optiz, Children's Librarian. Absent without notice: Donece Janiak

Meeting Minutes: The Minutes from the September, 2023 Board of Trustees meeting were presented. Mary Craig motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Report for September, 2023 was reviewed. Mary Craig motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Director's Report: The report was reviewed and approved.

Old Business: None for this discussion

New Business:

- **Update from Children's and Youth Services**
 - Amber Morgan-Optiz provided an update on the Youth Services programs as well as upcoming events. The Halloween Event will take place on Sunday, October 22nd. Trick-or-treating in the upper parking lot from 1:00-2:00 PM, and the parade will begin at 2:00 PM.
- **"Love Your Library" outcomes**
 - All donations are being tallied. The Library Director will send to the Board the final amounts of all library donations types included as part of the LYL campaign.
- **2024 Library closures and board meeting dates**
 - All applicable library closure dates were considered. Library staff requested a reduction of hours (10am-2pm) on two Saturdays that precede Monday holiday closure dates. The Board further discussed the staff request to balance both patron and staff needs. Marian Randazzo motioned to approve. Mary Craig seconded; majority of members were in favor, motion carried.
- **November: Library sponsored fundraiser planning status**
 - November 18th is the first Fall Craft and Vendor Show, a library-organized fundraiser. Volunteers are needed. The Library Director provided board members with a sign-up timesheet if they are available to cover an area during the event. All help is appreciated.
- **Social Media Posting & Guidelines**
 - Events and activities posted on the Library website, Facebook page, Instagram, and X are proofread for appropriate and correct content.
- **October: Halloween celebrations**
 - Board members will be participating to socialize with patrons and distribute candy.
 - Full planning for the event is in progress.
- Review/revise Library Strategic Plan – To be continued.
- Diversity and Inclusion training and tracking – To be continued.

Correspondence/Suggestion: None for this discussion.

Continued Business:

- **Library Renovations**
 - An outdoor digital library sign to replace the current sign in front of the Library has been ordered. Arrival date is pending.
 - The Information Resource area was updated with new paint and IKEA bookshelves. The Castle Shannon Public Works Department provided the labor to complete these tasks.
 - Carpets and chairs/tables were rearranged for more functional placement.

Adjournment: The Board meeting adjourned at 9:07 PM. Diane Fabry motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Respectfully submitted,
Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
November 2, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:01 PM.

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Laura Heckmann, Donna Phillips, Marian Randazzo, Jennifer Shushnar, Heather Myrah, Library Director

Meeting Minutes: The Minutes from the October 2023 Board of Trustees meeting were presented. Jennifer Shushnar motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for October 2023 were reviewed. Jennifer Shushnar motioned to approve. Diane Fabry seconded; all in favor, motion carried.

Library Director's Report: The report was reviewed and approved.

Children and Youth Services Report: The report was reviewed and approved.

Old Business:

- November 18 is the Fall Craft and Vendor Show. Volunteers are needed. Timeslots are 7:30-11:30, 11:30-3:30, or the entire day of 7:30-3:30. All volunteers can choose to do another shift in the middle if they wish. All help is appreciated.

New Business:

- 2024 Library Budget

Continued Business:

- The Board discussed timing options for Heather to submit her self- evaluation. She agreed to submit it by December 4th. As in the prior year, each Board member will have the opportunity to provide input to her review. It is expected that the final evaluation will be finalized and reviewed with her sometime in January. Heather requested that any Board member who is available, attend when it is scheduled.
- The Board requested input from the staff to each of the pillars of the strategic plan. Heather will convey that to the staff and also that anyone who wants to attend the December meeting to discuss it is welcome to do so.
- Board approved a \$ 25 donation for the December 3rd Castle Shannon Light Up Night.

Correspondence/Suggestion: None for this discussion

Adjournment: 9:15 PM

Respectfully submitted,

Diane Fabry, Board Secretary

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
December 7, 2023

Meeting: Donna Phillips presided and called the regular meeting of the Board of Trustees to order at 7:00 PM.

Opening: The meeting opened with the Pledge of Allegiance.

Roll Call: The following members were in attendance: Mary Craig, Diane Fabry, Donna Phillips, Jennifer Shushnar, Heather Myrah, Library Director. Excused: Laura Heckmann, Marian Randazzo

Meeting Minutes: The Minutes from the November Board of Trustees meeting were presented. A few edits will be made and saved as PDF. Mary Craig motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for November were reviewed. Diane Fabry motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Library Director's Report: The report was reviewed and approved.

Children and Youth Services Report: The report was reviewed and approved.

Old Business:

- None for this discussion

Current and Upcoming Business:

- Library Director annual evaluation – Friday, December 15th at 6:00 PM in the library
- Vendor and Craft Fair fundraising proceeds
 - The Board suggested to Mrs. Myrah that she publicly inform and acknowledge patrons (either via Facebook, Library website and/or Constant Contact) that the Vendor and Craft Fair was a success, and that the proceeds (approximately \$1,300) will be used to purchase something to enhance the library that is appropriate for all patrons.
- RAD Funding Formula's Current Factors (ACLA to work on revising the formula in 2024)
 - Algorithm: Base Factor, Distress Factor, Performance Factor, Capacity Factor

Library Strategic Plan: The Board, along with Donelle Mayausky and Amber Morgan-Opitz - Children's Library Director, collaborated and completed each pillar of the new strategic plan. Mary Craig motioned to approve. Jennifer Shushnar seconded; all in favor, motion carried.

Correspondence/Suggestion: None for this discussion

Adjournment: At 8:55pm, Jennifer Shushnar motioned to approve; Mary Craig seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary