

**Community Library of Castle Shannon**  
**Board of Trustees Meeting Minutes**  
**October 2, 2025**

**Meeting:** Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:00 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 President appoints a new Council Member Liaison to the Library Board of Trustees.

**Guest Presenter:** None

**Public Comment(s) Protocol:** Ms. Phillips opened the meeting for a public comment period according to the by-laws. There being no one requesting to speak, Ms. Phillips closed the comment period.

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

**Library Finance Reports:** The Borough has not yet balanced and issued the reports, so the September financial reports were unavailable for the Board's review. Ms. Myrah agreed to email the reports to the Board once they are available. She will remind her Borough Contact of the dates of the upcoming meetings and the need to receive the reports in advance.

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

- The "Love Your Library" campaign is in its 10<sup>th</sup> year. The library set an aggressive goal to raise \$ 10,000 this year. To date, the total contributed by patrons exceeded \$ 7,000 and the Friends' book sale raised over \$ 3,700.
- The 3<sup>rd</sup> annual craft and vendor fair will be held at the library on Saturday, November 22<sup>nd</sup>. Ms. Myrah will send out information to the Board members who may be able to donate items to offset food costs and/or help the day of the fair.
- The Halloween Bash and Parade will be held on Sunday, October 19<sup>th</sup> from 1 p.m. to 3 p.m.
- The library will host a Flu and Covid shot clinic for the community on November 20<sup>th</sup> from 11a.m. to 1:30 p.m.
- The library will be closed on October 13<sup>th</sup> for a staff in-service day. Two training initiatives will be held that day, including information on Library of Accessible Media for Pennsylvanians (LAMP) and a webinar on self-care.
- Ms. Myrah gave the Board a copy of the power-point presentation she shared at the September 22<sup>nd</sup> Borough Council meeting.

The Board spent time thanking Ms. Myrah for her efforts in representing the library in public forums and advocating for her patrons and staff. In addition to the page in the Castle Shannon newsletter, the Board discussed the possibility of creating a highlight page like one a local library implemented. Ms. Craig agreed to send out the example she found to the Board. Ms. Lackey also asked if the library had any local business sponsors. The Board discussed how effective the Castle Shannon Youth Association (CSYA) has been in soliciting sponsors and that we might benefit from some of their ideas. Ms. Lackey expressed a desire to outreach to local businesses and promote the activities and services of the library. Ms. Lackey also shared she will decorate bags with a fall theme and include an angel keepsake as a thank you to the Friends executive members for all they do for the library.

**Children and Youth Services Coordinator's Report:** The Board reviewed Ms. Morgan-Opitz's report. A few highlights included:

- There were 29 different youth programs/activities held in September.
- On-site school visits were held with the kindergarten and 1<sup>st</sup> grade classes.
- The baby bags have been received, and items have been ordered to fill them.
- Ms. Morgan-Opitz reviewed some other libraries policies and has compiled some changes she would recommend to the current "unattended children" policy.

**Current and Upcoming Business:**

**Renewing/Voting on a Trustee's Term.** Ms. Craig's term will end in October and she expressed an interest in staying on the Board. Ms. Randazzo motioned for the Board to approve another term for Ms. Craig. Ms. Lackey seconded the motion. All in favor, motion carried.

**Board Vacancies.** The Board discussed creating a flyer using the bullet points Mr. Priddy shared previously and posting the flyer in various locations around the area. If the campaign is unsuccessful, the Board discussed the possibility of expanding the search to residents of nearby communities. The Borough Manager has indicated Ms. Kovach will identify a Borough Council Liaison to the Library Board after the Fall elections and new terms start.

**Love Your Library Campaign.** Ms. Phillips thanked Ms. Myrah and her staff for all their efforts in managing a successful campaign. The email updates and the visible thermometer in the library measuring progress were most helpful and generated excitement about reaching the goal.

**Budget 2026.** The Board spent a considerable amount of time discussing the preliminary budget and meeting with the Borough Manager regarding the need to address the shortfalls in the allocation of funding for the library. Of particular concern is the overall impact of the reduced millage allocation from .3820 in 2020 to .2660 in 2021, and even lower to .2269 in 2022 and 2023. The allocation was increased to .3019 in 2024, but this is still significantly lower than the .3820 in 2020. In addition, the part-time hourly staff salaries are significantly low, with new hires starting at \$ 8.00 an hour, and people who have been working at the library for more than 12 years making just over \$ 11.00 an hour. The Board concurred Ms. Myrah diligently searches for low prices and good deals for supplies and materials, so she is careful with expenditures. In addition, the Library Fund is separate from the General Fund used for other Borough departments. Perhaps it is time to reconsider this separate funding structure since the library employees are now considered borough employees. The Borough Manager will schedule a meeting with Board Trustees' leadership and the Borough's Finance Committee. Contributing to the budget uncertainty for 2026, is the final amount of the RAD contribution (multiple scenarios have been discussed) and the status of the unresolved Pennsylvania State budget.

**Correspondence Suggestion Box:** None

#### **Report of the President**

**Grant Funding.** A guest speaker on this topic will be postponed until 2026.

**Budget 2026.** As follow-up to the meeting with the Borough Manager, the Trustees' leadership will next meet with the Borough's Finance Committee.

**Announcements:** Ms. Phillips included a link in the agenda to information on National Friends of the Library Week, October 19 to 25<sup>th</sup>. She thanked Ms. Lackey for taking the initiative to create keepsakes for the Friends' executive leadership to thank them for all their support for the library.

#### **Public Comment(s) Session # 2:**

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

**Adjournment:** 8:37 p.m. Ms. Craig motioned to adjourn; Ms. Lackey seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary