

**Community Library of Castle Shannon  
Board of Trustees Meeting Minutes  
March 6, 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, Mary Craig, Laura Heckmann, Brandon Priddy, and Heather Myrah (Library Director). Excused: Marian Randazzo, Maureen Lackey and Lisa Shartle.

**Guest Presenter:** Ms. Amber Morgan-Opitz, Children's Librarian.

**Public Comment(s) Protocol:** Ms. Phillips opened the meeting for a public comment period according to the by-laws.

**Public Comment(s) Session # 1:**

*Donelle Mayausky, Circulation Desk Supervisor*, stated that there is an invitation that was included in the Trustees meeting documents to attend the Tiny Art Show which will be held on Tuesday, April 8<sup>th</sup>. She shared that more than 90 canvases have been distributed and a good turnout is expected. This year, participants can choose from white or black canvas backgrounds and can also decide to donate their art to a silent auction that will benefit the library. The Board spent several minutes complimenting Ms. Mayausky on all her efforts to make the evening a special event enjoyed by patrons and visitors. Ms. Myrah also stated that there are still some items that can be donated to offset event expenses, and stated she sent the link to the Board and Friends leadership in late February. Ms. Myrah thanked Ms. Phillips for suggesting having a caricature artist at the show and paying for this special feature for the event.

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

**Meeting Minutes:** The minutes of the **February 2025** Board of Trustees meeting were presented. Ms. Myrah proposed several minor edits to the public comment section. The Board agreed that her changes provided more clarity. Ms. Myrah will send the information to Ms. Craig to update the minutes so they can be posted. Ms. Heckmann motioned to approve once the minutes were amended. Mr. Priddy seconded; all in favor, motion carried.

**Separate Discussion on Security Clearances:** Ms. Phillips stated she wanted to clarify that security clearances were important for anyone who may be involved with library activities including outreach/outdoor activities. Ms. Myrah concurred this includes events held in the community, not just those at the library. Ms. Morgan-Opitz agreed that this would extend to anyone helping with children's programs and outreach events. An example was the Halloween Event that was held at Kenny Ross last year where Ms. Craig and Ms. Donnell (from the Friends Group) participated on behalf of the library. Ms. Morgan-Opitz also stated that the library staff are mandated reporters and must report suspected child abuse or neglect.

**Library Finance Report:** The Board moved on to a review of the **February 2025** Finance report. Ms. Craig asked if the copier/lease allocation had been corrected. Ms. Myrah stated that this month the copier lease/maintenance charges were shown under the furniture category in error and will be re-allocated to the correct line item, Copier Lease and Maintenance. Ms. Phillips thanked Ms. Myrah for the detail on the program expense tracker report. Ms. Myrah shared that costs are increasing, but they try to find the best pricing and some participants have started to increase their donations to offset expenses. There being no further concerns with the financial reports Ms. Craig motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

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

- As a reminder, the library will close early on March 24<sup>th</sup> so staff can attend the Borough Council meeting to show support for National Library Week which will be held April 6<sup>th</sup> through 12<sup>th</sup>.
- A reminder that the Friends Spring Used Book Sale will be held March 13,14 and 15<sup>th</sup>. The winter raffle basket winner will be picked on March 15<sup>th</sup>.
- The Friends membership drive is underway as well as plans for the Flea Market event on April 12<sup>th</sup>.
- One of the part-time library/page assistants has resigned and the position will be open by the end of March. A few potential candidates are being considered.
- The Microsoft licensing has finally been resolved, and the annual fee is \$ 2,227.86.

## **Page Two**

### **Library Director's Report Cont'd**

- Chief Truver agreed to post the library's request for police officer visits to the library to raise awareness and visibility. The department will work to accomplish this as staffing and call volumes allow. Ms. Myrah reported that one of the newer police officers did stop by recently.
- Amy Anderson at ACLA supports the Board's idea of gatherings and/or round table discussions to connect with other local library boards and will see if she may be able to coordinate something across the region.
- The ACLA (Allegheny County Library Association) recently announced that the newest board members of RAD (Allegheny Regional Asset District) are strongly suggesting that all ACLA libraries be open on Sunday before they design the 2026 library funding formula, (a yearly funding formula designed to dictate how funds will be allocated to member libraries). The Castle Shannon library is currently closed on Sunday.
- Related to the RAD's formula announcement about Sunday hours, a few general questions/comments were asked or stated by various Board members. The Board discussed the potential ramifications if RAD requires extended hours without appropriate funding and the difficulty of finding current or new staff who are interested and available to work on Sundays. The consensus of the Board members present is that the current hours offered for patron access is sufficient. Ms. Myrah added that patrons are also content with the current hours of operation based on her years of observations and discussions with them. Ms. Myrah shared that Amy Anderson from ACLA supports each individual library's choice to establish its hours of operation within the mandated state guidelines. Ms. Craig stated she would like to review what requirements are in the currently existing contract with RAD and asked Ms. Myrah to send her a copy of the RAD contract. .

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

- Being invited to and attending an event with the 5<sup>th</sup> grade parent group on February 28<sup>th</sup>. Students were able to come to the school in the evening for activities and gym games. More than 45 children attended. Ms. Morgan-Opitz engaged with the students by providing a tissue paper craft which was well received.
- There were 315 patrons who participated in the 28 children's and youth programs offered in February.
- Plans are underway to prepare for the Summer Reading program. The theme this year will be "Color Our World" and several art programs are being planned for the summer. Ms. Morgan-Opitz is waiting to hear back from the Allegheny Park Rangers to schedule a presentation they offer. She is also pursuing other affordable programs. She was interested in a Pittsburgh Botanical Garden presentation, but their cost of \$250 is too prohibitive.
- Starting a "Meet the Artist" program on Monday afternoons. During each session, a short video of a famous artist will be shown and then attendees will create art inspired by that artist.
- Starting "Eureka! Full STEAM Ahead" sessions on Thursday afternoons. These will be creativity focused STEM programs that hopefully will increase attendance and will be enjoyed by young patrons.

During Ms. Morgan-Opitz's update, the Board thanked her for her creativity and enthusiasm in building these programs. Ms. Phillips asked if something would be held on Castle Shannon's Community Day. Ms. Morgan-Opitz indicated that the plans will depend upon whether the parks are open and the date/day the event is held. Ms. Morgan-Opitz stated she would like to host a "Messy Art Day". Mr. Priddy asked if the library had ever done anything with Tie Dye and she replied that offering Tie Dye activities was a popular session a few years ago and likely would be held again sometime in the future.

### **Current and Upcoming Business:**

Borough Council Meeting March 24. Ms. Phillips reminded the Board that this meeting is a good opportunity to show support for the library and the upcoming events during National Library Week (April 6<sup>th</sup> to April 12<sup>th</sup>). She asked that everyone who can attend do so and wear their "Love Your Library" t-shirts. Ms. Myrah stated that she has asked the Castle Shannon Mayor (Donald Baumgarton) to read the Library proclamation at Council meetings in previous years.

**National Library Week.** The Board spent several minutes reviewing and discussing the plans for the week of April 6<sup>th</sup> to April 12<sup>th</sup>. Ms. Phillips reminded those in attendance that the Tiny Art Show is a great opportunity to mingle with patrons and staff and celebrate the hard work they do to hold these events. Ms. Phillips encouraged Board members to visit the library during National Library Week.

**Trustee's Feedback on Library Programs Attended.** Ms. Craig shared that she attended the Pittsburgh Steps presentation on February 24<sup>th</sup>. The session was very popular and there were more than 30 people in the audience. The presentation was well done with three different speakers. Ms. Craig spent a few minutes prior to the beginning of the presentation to welcome the attendees and encouraged them to come back for other programs. Ms. Craig complimented Ms. Lizon, the Adult Programs Coordinator about her work to offer patrons a wide-range of library programs. Ms. Craig also recognized several members of the Friends Group who were

also there and shared information about how their dedicated fundraising efforts have been used to purchase important and necessary items for the library.

#### **Current and Upcoming Business Cont'd**

##### **Page 3**

**Upcoming Events Sponsored by the Friends Group.** Two of the Friends' big fund-raising events are coming up in March and April. The book sale will be held March 13<sup>th</sup> through 15<sup>th</sup>. The Flea Market will be held on April 12<sup>th</sup>. Both events will include raffles, refreshments and baked goods. We planned to encourage friends, family and neighbors to attend.

**Library State Report.** Ms. Myrah is currently working on this report so it can be submitted to the State by March 10<sup>th</sup>. Ms. Phillip plans to share the report with Trustees at the board meeting in April.

#### **Report of the President/or Trustees**

**Library Friends and Trustee Institute.** This year's day-long virtual program that includes several relevant presentations related to the work of Friends and Trustees relevant is scheduled on the same day as the Friends Book Sale. Rather than collaborating with the Friends to watch the virtual sessions in a group setting, the recorded sessions will be available afterwards and Ms. Myrah will send links to access the presentations and view individually. The Board discussed selecting one or more relevant topics to view at the April Board meeting. Then, moving forward, the Board may decide to view other sessions in a group forum.

**Educational opportunity.** Ms. Phillips identified a virtual event for Trustees to attend the evening of Wednesday, March 19<sup>th</sup>. The topic is tied to Trustees' financial roles and responsibilities. She included the link in the agenda for individual registration and encouraged any Board member who could participate to do so.

#### **Continued Business:**

**Updating Library Policies for 2025.** Ms. Phillips stated this initiative will be postponed so that the two newer Board members have more time to become acclimated to their roles & review related materials.

**Connecting with Local Library Boards.** Ms. Myrah has provided Ms. Phillips with a list of ACLA Libraries that included information about similarly sized regional libraries to reference for comparable connections.

**Articles of Interest and Announcements:** As part of the Strategic Plan, the Board strives to share community-related information and opportunities for community learning and collaboration. A few items are listed below:

Ms. Phillips announced that Ms. Mayausky was featured in the Post-Gazette about the Library's "Cook the Book" program. This recognition is appreciated and may result in more patrons wanting to participate in the program. Ms. Phillips provided the link to the article for those who may not have seen it.

Ms. Phillips also included a link in the agenda to view "Women Subjects on U.S. Postage Stamps" in recognition of March being Women's History Month.

**Correspondence:** A patron submitted a note complimenting Ms. Morgan-Opitz on her art activity and her ability to engage with the audience. The patron also drew 5 stars and 5 hearts on the bottom of her note!

**Policy Issues:** None

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

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

**Adjournment:** 8:34 p.m. Ms. Craig motioned to adjourn; Mr. Priddy seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary