

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
November 6, 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, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). Note: There are two Board vacancies. One is expected to be filled at tonight's meeting with the Board's review and approval of the candidate, Christine Marriott. The second vacancy will be filled once the Borough President appoints a new Council Member Liaison.

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.

Vote on New Board Trustee: Ms. Phillips welcomed Christine Marriott and thanked her for expressing interest in joining the Board and interviewing for the open position. The Board interviewed Ms. Marriott during a special session in October. Ms. Randazzo nominated her to fill the vacancy. Ms. Lackey seconded; all in favor, motion carried.

Meeting Minutes: The minutes of the **October 2025** Board of Trustees meeting were presented. Ms. Phillips requested one sentence be removed regarding policy updates. Ms. Lackey motioned to approve contingent the change is made. Ms. Randazzo seconded; all in favor, motion carried.

Library Finance Reports: The Board spent time reviewing the **September** and **October** reports. Ms. Phillips noted that donations had increased. Ms. Myrah also shared that higher tax income was received, janitorial supply costs had increased due to higher attendance at library functions, and she will be purchasing audio materials to use up funds from an ACLA (Allegheny County Library Association) adjustment. Ms. Craig motioned to approve the September reports. Mr. Priddy seconded; all in favor, motion carried. Ms. Randazzo motioned to approve the October reports. Mr. Priddy 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:

- The **Food Pantry** has seen **an increase in donations** as well as **an increase in use**.
- **Pour Johnny's** coffee shop had a ribbon cutting ceremony on October 18th and they gave the library a **\$ 200 donation**.
- The library's **website was updated** and launched on November 5th.
- The **eiNetwork switch** will be installed on November 13th. There is no cost to our library due to eiNetwork obtaining some grant funding.
- The library will host a **Flu and Covid shot clinic** for the community on November 20th from 11a.m. to 1:30 p.m.
- The 3rd annual **craft and vendor fair** will be held at the library on Saturday, November 22nd.
- The **Love Your Library campaign was a big success** with **106 donors** participating vs. 80 donors in 2024. This year's **qualifying donations equaled slightly more than \$ 11,000, including funds from patrons and funds raised by the Friends of the Library during the campaign**.
- The library **adopted a cow** at no cost to the library. The cow's name is Daisy, and she lives on Lone Oak Farm. She was 90 pounds at birth! Visitors to the library will be able to monitor her progress.
- The **2026 RAD (Allegheny Regional Asset District) funding** update is not yet finalized. Several options are being considered by the RAD Board.

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

- The **Halloween Parade** was a success, with between 100-125 children attending along with 65-75 adults.
- There are plans to reach out to **students** to participate in a **poetry event** to be held in March of 2026.
- The **baby bags** are almost ready. Ms. Morgan-Opitz still needs to purchase some gift cards & create a few more informational sheets.
- **Two new rugs** were added to the children's area. One has roadways printed on it so it can also provide more play space.
- **A \$ 200 credit** will be used to purchase a **new Lego table** to create a STEM station in the makerspace.
- Approximately **351 children and 141 adults** attended **children's activities** in October.

Current and Upcoming Business:

Vendor and Craft Fair. Ms. Phillips reminded the Board of the upcoming event and thanked everyone for participating or donating items for its success.

Love Your Library Campaign Outcome. The Board spent several minutes discussing the outcome of the campaign and thanked Ms. Myrah for her efforts. Ms. Myrah shared that the final matching totals from the Jack Buncher organization should be known by next month's meeting.

Budget 2026. Ms. Phillips and Ms. Randazzo shared that the proposed meeting with the Borough's Finance Committee had not yet been scheduled, and they would keep everyone apprised. Ms. Myrah expressed her concern that the money in the previous "rainy day fund" the library had was transferred to the borough in the past and the importance of restoring such a fund. Ms. Randazzo shared that the Borough's preliminary budget must be completed and available for public review.

Clearances. Mr. Priddy shared that his clearances had recently expired and he will need to complete new documents. Ms. Myrah advised that there is no cost for the Board of Trustees to apply for the clearances and she advised she will email the information and links to Mr. Priddy and Ms. Marriott.

Fund-raising. Ms. Lackey suggested that it would be beneficial for the Board to set goals and assign tasks as more details finalize around fund-raising in 2026. Ms. Craig concurred that developing a project plan would help the Board stay on track. The Board spent several minutes discussing the possibility of local business owners or organizations being sponsors of the library.

Board CEU's (Continuing Education Units). Ms. Lackey proposed that the Board consider amending its by-laws to include a specific CEU requirement each year. She shared that in her prior role as a speech therapist she was required to earn a set number of CEU's each year. Ms. Craig also stated that she had a similar requirement for her work certifications. Ms. Phillips indicated that the Board members have attended several educational sessions in the past few years, but it may be helpful to formalize the training requirement. She would like to discuss it in more detail at a future meeting.

Correspondence Suggestion Box: One note was received in which a patron requested technical help.

Report of the President

Life-Vac Device. Ms. Phillips has outreached to a company who provides devices to some non-profit organizations. She will advise if they can provide one for the library.

Policy Updates. The Board has asked Ms. Myrah to provide a list of policies and her recommendations for prioritizing them at the December meeting. Then she and her staff can begin to update them. Due to their backgrounds, Ms. Phillips and Mr. Priddy stated they would be happy to review the first drafts prior to presenting any updated policies to the Board. The Board discussed several options to review and approve the policies over several meetings. It appears that a total of 15-20 policies would need to be handled. Ms. Lackey recommended that the Board set a goal to have all policies finished by the Board's June, 2026 meeting. Ms. Myrah indicated she thought that timeline was reasonable. The Board and Ms. Myrah agreed to work toward that goal.

Announcements: None.

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: 8:55 p.m. Ms. Lackey motioned to adjourn; Ms. Randazzo seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary