

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
January 4, 2024**

Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Opening Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Approval of December, 2023 Board Meeting Minutes
6. Approval of December, 2023 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business
 - Reorganization, nomination, and election of Officers
 - Options for outreach and change in process to fill the vacant board seat
 - Organizing and delegating work to update the Board of Trustees By-Laws
 - Reflecting on 2023 and tangible goals for 2024
 - Patron privacy for printing and copying
10. Correspondence/Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
14. Articles of Interest
15. Announcements
16. Adjournment

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
January 4, 2024**

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, Jennifer Shushnar, Marian Randazzo, Heather Myrah - Library Director

Public Comment: Donelle Mayausky, a staff member of the library and a resident of the community, attended and commented on the outstanding merits of Heather Myrah's performance in her daily work.

Meeting Minutes: The Minutes from the December 2023 Board of Trustees meeting were presented. Diane Fabry agreed to make the necessary edits and send to Heather Myrah for posting to the library website. Jennifer Shushnar motioned to approve. Marian Randazzo seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for December 2023 were reviewed. Marian Randazzo motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Library Director's Report: Heather Myrah provided a summary of the activities that will occur during January 2024 as well as some future activities that are being planned. A Winter Reading Challenge began January 1 and will continue through February 29, 2024. Participation can be done individually or as a family. All completed sheets are due March 2, 2024 to be entered into the prize drawing. Prize winners will be drawn and notified on March 8, 2024.

As part of her ongoing community outreach initiatives, Heather provided to us an informational flyer listing library hours, services, and resources that she created for handing out to Castle Shannon Borough business owners when she visits their establishments in the next month or two. Hopefully, these business owners will post the flyer inside their stores.

Children and Youth Services Coordinator's Report: Amber Morgan-Opitz provided a 2023 year summary of all programs held and their attendance numbers. She also provided her 2024 Professional Goals which include:

- Purchase new bookshelves for the Juvenile Graphic Novels and the DVDs.
- Purchase new tablet devices for the Children and Youth Services Programs because the current two Kindle Fire Tablets no longer hold a charge. Also, they are needed for many of the STEM Program activities.
- Target, attract, and welcome a consistent group of teens to engage in age appropriate library programming.
- Refresh the Children's Area of the library by supervising the painting of walls and personally affixing colorful decals.

Old Business:

- None for this discussion

Current and Upcoming Business:

- Reorganization, nomination, and election of Officers.
 - The Board appointed Marian Randazzo to fill Donece Janiak's vacant Board seat. Marian Randazzo accepted the appointment and the term ending December, 2025.
 - The Board re-elected Marian Randazzo to continue serving in her current position as Vice-President of the Board of Trustees. Marian Randazzo accepted the position.

- Options for outreach and possible change in procedure to fill current Board seat.
 - No appointment yet for the Castle Shannon Borough Council Representative to the Library Board of Trustees. The Board discussed options on how to assist with the process; however, decided to wait until Council appoints the new Library Board Liaison for the term beginning January, 2024 and ending December, 2026.
- Organizing and delegating the work to update the Board of Trustees By-Laws.
 - This workload will be reviewed and discussed in greater detail at the February Board of Trustees meeting.
- Reflecting on 2023 Board accomplishments and creating tangible goals for 2024.
 - Deferred tasks until February Board of Trustees meeting.
- Patron privacy for printing and copying.
 - Copying is self-service; therefore, no privacy concerns stated at this time.
 - When a patron prints from the computer, payment is made at the front desk and staff retrieves the printed information and gives to the patron with the paper(s) turned upside down.

Correspondence/Suggestion: Christmas cards were received from Janet Montgomery, former Board of Trustees Vice President, as well as from a member of the Community. Anne New, previous Library Director, also sent a letter.

Adjournment: 8:50 PM. Marian Randazzo motioned to approve; Jennifer Shushnar seconded; all in favor, motion carried.

Respectfully submitted,

Diane Fabry, Board Secretary

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
February 1, 2024**

Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Opening Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Approval of January, 2024 Board Meeting Minutes:
6. Approval of January, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business
 - Welcome to the Board of Trustees: A new borough council representative/liaison has been assigned to the Library Board of Trustees to communicate library information between the Library and Castle Shannon Borough. The new representative fills the currently vacant seventh seat on the Board of Trustees. There are now seven voting members on the Board of Trustees.
 - Pittsburgh Today Show at the Library on Monday, 1/29 - details from the Library Director
 - National Library Week 2024 (Sunday April 7-Saturday April 13) "Ready, Set, Library!" (*see notes below)
 - National Library Day 2024 (April 6)
 - Updates to By-Laws and Dropbox usage
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
 - Updating By-Laws and Library policies
14. Articles of Interest
15. Announcements
16. Adjournment

*To align our Strategic Plan (Pillar #5 Board Engagement) with National Library Week 2024 being celebrated Sunday, April 7th through Saturday, April 13th. Days of note during that week are:

Monday, April 8: Right to Read Day is a National Day of Action in support of the right to read. The State of America's Libraries Report is released, including Top Ten Most Challenged Books of 2023.

Tuesday, April 9: National Library Workers Day is a day for everyone to recognize the valuable contributions made by library workers.

Wednesday, April 10: National Library Outreach is a day dedicated to library professionals who are meeting their patrons where they are.

Thursday, April 11: Take Action for Libraries Day is a day to rally advocates to urge members of Congress to protect the freedom to read.

**Community Library of Castle
Shannon Board of Trustees Meeting
Minutes**
February 1, 2024

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: Diane Fabry, Laura Heckmann, Donna Phillips, Lisa Shartle, Jennifer Shushnar, Marian Randazzo, Heather Myrah, Library Director. Excused: Mary Craig

Public Comment(s):

1. *Karen Donell*, Please see attached amendment approved by board vote on May 2, 2024*
2. *Sally McAllister*; also a member of the Executive Committee for Friends of the Library, praised the Castle Shannon Library for providing a wide variety of great programs for patrons.. She has lived in various neighboring communities but has always visited Castle Shannon Library.

Meeting Minutes: The Minutes from the January 2024 Board of Trustees meeting were presented. Jennifer Shushnar motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for January 2024 were reviewed. Diane Fabry motioned to approve. Laura Heckmann seconded; all in favor, motion carried.

Library Director's Report: Heather Myrah provided a summary of the activities that will occur during February 2024 as well as some future activities that are being planned. To be noted as highlights are the following:

- Pittsburgh Today Live taped their segment on January 29th and it will air Monday, February 12th at 9:00 AM. Heather said that it went very well and was glad that our Library was one of the ones that was chosen.
- Two restaurant fundraisers are planned for February. Monday, February 19th (President's Day), Chick-Fil-A from 11am-8pm. Leap Day, February 29th fundraiser will be at Houlihan's, Mt. Lebanon location, from 5pm-9pm.
- As part of her ongoing community outreach initiatives, Heather attended the Myrtle Avenue Elementary PFO Bingo on January 26th. Over 300 adults and children attended. Information about the Library was available when the doors opened and during the intermission.

Children and Youth Services Coordinator's Report: Amber Morgan-Opitz provided an update from January 2024. Miss Amber mentioned that January is usually a slower month for patron participation which allows for an available time opportunity to update some of the areas of the library. These include:

- New shelves in the Children's area and young adult area
- The Children's area was freshly painted
- Large weeding of book collection was started

Old Business:

- None for this discussion

Current and Upcoming Business:

- Lisa Shartle is the new borough council representative/liaison who has been assigned to the Library Board of Trustees to communicate library information between the library and Castle Shannon Borough. The new representative filled the current vacant seventh seat on the Board of Trustees
- Library Week (Sunday, April 7 – Saturday, April 13) “Ready, Set, Library”
To align with our Strategic Plan (Pillar #5 – Board Engagement) days to note are:
Monday, April 8 – Right to Read Day – The State of America’s Libraries Report is released, including Top Ten Most Challenged books of 2023
Tuesday, April 9 – National Library Workers Day
Wednesday, April 10 – National Library Outreach
Thursday, April 11 – Take Action for Libraries Day – advocate to urge members of Congress to protect the freedom to read
- Updates to the By-laws and Dropbox usage
In-depth updates to By-Laws have been deferred to the March board meeting. Mrs. Phillips mentioned that the updated by-laws (with other documents) should be posted on the library website and that would be considered the “live” or most recent document to reference. There will be reference links in the document instead of using addendums and/or long written descriptions. DropBox will not be used to store Board of Trustees documentation, instead, the library website/Board of Trustees area will be the “hub” to store documentation so board members and community members have streamlined access to these documents.

Correspondence/Suggestion:

- Melissa Buddemeyer and Laura Lubway, members of the community, each wrote letters commending Heather for her great work at the Library and leading the great programs that greatly benefit the community.
- Kathy Pattak, Vice President, Friends of the Library, wrote a letter regarding some ideas that would be good for the Library to do in 2024.

Adjournment: 8:25 PM Lisa Shartle motioned to approve; Laura Heckmann seconded; all in favor, motion carried.

Respectfully submitted,
Diane Fabry, Board Secretary
Donna Phillips, President

**May 2, 2024 Motion to amend the February 1, 2024 Community Library of Castle Shannon Board of Trustees meeting minutes under the Public Comments Section of the agenda to reflect the comments of Karen Donnell, a member of the Executive Committee for the Friends of the Library, stated as follows: “The [fundraising] idea is for the Board members to contact local Castle Shannon businesses and ask for a yearly sponsorship. It would involve levels of sponsorships similar to gold, silver and bronze levels. If the business sponsors the Library they would get a sticker/vinyl cling for in their business window that says they support the community library for that year and then there would be a board of recognition of those businesses here at the library that their names would be displayed on. It would be something interchangeable so that when new sponsors are added it can be updated. I do believe it would be the responsibility of the Board members and not the Friends or Library staff, as the Board is more of the business community facing fundraising group and also as stated in Article 3, Section 1A of your bylaws, under Board responsibilities, “to secure adequate funds to achieve the goals and objectives of the library.” I would love to see a list of funds that the board has secured for the library just in the past year, since that’s how long I’ve been a part of the executive committee of the Friends. I’d like to compare our two groups fundraising efforts and see where we can collaborate together in the future. It would be wonderful to see each of you join or come to the Friends’ meetings and discuss more ways to interact with each other, and with Heather and her staff, as we continue to make the Castle Shannon Library a successful community (and surrounding community) resource and event hosting gem.”*

As an addition to the above business sponsorship idea...there could be a contest for children to create the artwork that would be on the stickers/vinyl clings for businesses to display. The sticker/vinyl clings would change for each year (2024, 2025, etc.) Formal request for all 2023 fundraising/sponsorship secured by the Board of Trustees for the Library.
Thank you.

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
March 7, 2024**

Mission Statement

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Vision Statement

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1. Call to order
2. Opening Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Approval of February, 2024 Board Meeting Minutes
6. Approval of February, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Board Members organize a staff appreciation fund—suggested amount per member and who will manage?
 - Board members adopt an executive session meeting time of 6:30-7:00 pm before the regular meeting begins @ 7:00pm. The Executive session time would apply beginning with the Board meeting in April.
 - Managing new Library sign (Library Director can share more details)
 - Rotating our attendance at CS Borough Council meetings
 - Diane Fabry resignation from Secretary position
 - **Saturday, March 23rd is the Library Friends and Trustees Institute (webinar) that will be taking place live & online at the Library from 9:15am-2:15pm***. We will be participating with Friends of the Library members. Location is at the Library and lunch will kindly be provided by the Friends. *See Library Director if you would like more detail.
 - Ideas for the Board to participate in **National Library Week 2024 (Sunday April 7-Saturday April 13)** “Ready, Set, Library!” National Library Day 2024 is April 6th. *See notes below
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
 - Updating By-Laws (April) and Library policies
 - Ideas for connecting with other local Library Boards (suggestion from Mary Craig)
14. Articles of Interest
15. Announcements
16. Adjournment

*To align our Strategic Plan (Pillar #5 Board Engagement) with National Library Week 2024 being celebrated Sunday, April 7th through Saturday, April 13th. Days of note during that week are:

Monday, April 8: Right to Read Day is a National Day of Action in support of the right to read. The State of America's Libraries Report is released, including Top Ten Most Challenged Books of 2023.

Tuesday, April 9: National Library Workers Day is a day for everyone to recognize the valuable contributions made by library workers.

Wednesday, April 10: National Library Outreach is a day dedicated to library professionals who are meeting their patrons where they are.

Thursday, April 11: Take Action for Libraries Day is a day to rally advocates to urge members of Congress to protect the freedom to read.

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
March 7, 2024

Meeting: Ms. Randazzo presided due to the President's excused absence and called the regular meeting of the Board of Trustees to order at 7:01 p.m.

Opening: The meeting opened with the pledge of allegiance.

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

Guest Presenter: Amber Morgan-Opitz (Children and Youth Services Coordinator)

Public Comment(s):

1. *Kathy Pattak*, Vice President of the Friends of the Library, inquired about the Board's plans to pursue grants and participate in fundraising activities. Ms. Randazzo replied that in the past the borough's tax millage was sufficient to run the Library. However, the Board has recognized the need to supplement that with more fundraising activities. One example was the successful vendor fair that was held late last year. Ms. Heckmann interjected that the Board has many newer members. She shared that time has been spent forging strong working relationships among the board members. Ms. Craig shared that the Board has spent time over the past year revising the mission and vision statements, creating a Diversity Policy, as well as building the strategic plan. The strategic plan includes areas for Board transparency and engagement. Ms. Shartle concurred that the Board is committed to the Library's success and would ask that time be given for the strategic plan to be implemented and the by-laws to be amended.
2. *Sally McAllister*, Communications Chair of the Friends of the Library, stated she sees more interaction now than with the prior Board members and would welcome ongoing cooperation and support between the Board and the Friends.
3. *Donelle Mayausky*, a senior member of the library team, mentioned that the Tiny Art Show will be held on April 9th and any cookie donations for the event would be appreciated.

Meeting Minutes: The minutes from the February 2024 Board of Trustees meeting were presented. Ms. Heckmann motioned to approve. Ms. Shartle seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for February of 2024 were reviewed. Ms. Myrah shared that the licensing fees had increased 374%. Ms. Myrah also confirmed that RAD funding is providing new computers for all libraries. Ms. Heckmann inquired if the budget has sufficient monies allocated to cover the increased licensing costs. Ms. Myrah said the \$ 10,000 in the budget should be sufficient. Ms. Craig motioned to approve. Ms. Shartle seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah provided a summary of the activities that will occur in March as well as some planned future activities. A few highlights included:

- The purchase of 5 new armless chairs
- Focus on patron centered enhancements, including finalizing the Makerspace area
- The status of the digital sign installation and discussion around Library-focused messaging
- The upcoming Friends and Trustee Institute on March 23
- Positive patron comments regarding the library being highlighted in a recent Pittsburgh Today Live (PTL) television broadcast
- A thank you to the Friends of the Library for their ongoing support and list of recent donations to the Library
- Ms. Myrah visited 31 Castle Shannon businesses on February 28th. Ms. Morgan-Opitz shared that she would recommend Board members perform these visits in the future so that the Library Director could remain in the Library. Ms. Craig thanked Ms. Myrah for accomplishing this but shared that the goal was to reach local businesses over a period of time, not that all visits had to be done in one day. Ms. Randazzo shared that the Board had discussed this and thought it would be beneficial for local business owners to meet Ms. Myrah and develop a good relationship without the need to ask for donations during the visits.

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz provided her update and shared that some activities experienced lower attendance due to various illnesses through the winter months. She shared that a recent March 6th activity had 25 children attend, so it appears attendance is returning to normal. Highlights from her report included:

- 29 Programs were held in February
- The Summer Reading theme is "Adventure Begins at Your Library" with 7 to 8 weeks of programming focused on different continents
- The Summer Reading kick-off party will be on June 7
- The tool that will be used to track the Summer Reading Challenge with a Smokey the Bear theme

Old Business:

Ms. Randazzo requested Board members email Ms. Phillips with their suggestions for staff appreciation during National Library Week.

Current and Upcoming Business:

Ms. Randazzo asked Board members to consider rotating attendance at the Borough meetings. Ms. Craig suggested that perhaps attendance could be determined in 3-month intervals. Board members will discuss at a future executive session.

Updates to the By-laws were tabled to the next meeting to allow for more Board participation and discussion.

There was discussion regarding growing public requests for book bans in other parts of the country. Ms. Myrah explained the Library's policy to receive and review such requests if received at our Library. Ms. McAllister added that she recently watched an excellent segment on 60 Minutes that covered a lot of good information on this topic.

Correspondence/Suggestions: Ms. Myrah shared that a recent Holocaust presenter, Lee Kikel, sent a thank you note to the Library for allowing her to present her father's personal journey through the Holocaust and story of perseverance. Ms. Craig shared that Ms. Kikel was also presenting a course on this topic at LaRoche University's Lifetime Learning Program and that it was very informative.

Adjournment: 8:17 p.m. Ms. Craig motioned to approve; Ms. Heckmann seconded; all in favor, motion carried.

Respectfully submitted,
Mary Craig, acting as Board Secretary for this meeting

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
April 4, 2024**

Mission Statement

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Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Opening Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Approval of March, 2024 Board Meeting Minutes
6. Approval of March, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Filling vacancy of Secretary on Board of Trustees
 - Thank you to Maureen Lackey, Secretary on Friends Board, who donated funds to the Library for the purchase of a large screen Smart TV, soundbar and wall mount. Installation was completed on Monday 4/1 by Public Works.
 - Update on outdoor Library sign and wind sails
 - Saturday, April 6th at 1pm – Buffalo Presentation at Library
 - National Library Week* Monday, April 8th - Friday, April 12th **See notes below.**
 - Sunshine Act Training** for Trustees and Friends. **See notes below.**
 - Celebrating the 75th Anniversary of the Library (1949-present): Quilt being created and donated by Jenn Shushnar; ideas for sponsoring an event with cupcakes for community and/or library swag.
 - Finalize edits to Board of Trustees By-Laws.
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
14. Articles of Interest
15. Announcements
16. Adjournment

***National Library Week**

Monday, April 8: **Mayor reading Library Proclamation at Borough Council meeting (7pm Borough Building)**

Tuesday, April 9: **Tiny Art Exhibition 6:30pm at Library** and National Library Workers Day to recognize the valuable contributions made by library workers.

Wednesday, April 10: National Library Outreach dedicated to library professionals who are meeting their patrons where they are.

Thursday, April 11: Take Action for Libraries Day

****The Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701-716** Transparency related to meeting announcements, public commenting, and posting meeting documents. The Office of Open Records (OOR) provides training on the law via Sunshine Act webinars on YouTube here: [Office of Open Records - YouTube](#). OR request group training session [OOR - Right-to-Know Training Request Form \(pa.gov\)](#).

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
April 4, 2024**

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, Laura Heckmann, Lisa Shartle, Marian Randazzo, Mary Craig, Diane Fabry, Jennifer Shushnar and Heather Myrah (Library Director).

Guest Presenter: None

Public Comment(s) Protocol: Ms. Phillips stated the Board was happy to see patrons attending the meetings and welcomed public comments. So that the Board could also achieve its meeting objectives, Ms. Phillips stated the following: the public comment period would last no longer than 30 minutes total; each speaker would need to announce his/her name prior to speaking from the podium; each speaker would be granted up to three minutes to present; and once the public comment period was closed, no further interaction from the audience was permitted during the Board of Trustee meeting.

Public Comment(s):

Kathy Pattak, Vice President of the Friends of the Library, distributed a paper copy of an email that Ms. Karen Donnell, Chair of the Friends Book Sale Event, asked that she share with the Board. Ms. Donnell's email requested that the February Board minutes be amended to better reflect what she said at that meeting and that the Board consider a fundraising idea targeting local Castle Shannon businesses. Ms. Randazzo indicated that the Board will need to discuss how to respond to Ms. Donnell's request to amend the February meeting minutes. In addition, Ms. Randazzo stated the Board cannot respond to Ms. Donnell's fundraising proposal without further review and discussion.

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

Meeting Minutes: The minutes from the March 2024 Board of Trustees meeting were presented. Ms. Shartle motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for March of 2024 were reviewed. Ms. Myrah pointed out that the report reflects a negative number under the Real Estate Tax section due to an audit that identified some taxes received in 2024 that were backdated for 2023. Ms. Myrah also shared that the furniture and equipment line item was over budget due to the recent patron-centered changes made in the library. Ms. Heckmann inquired about the cost of the periodicals and Ms. Myrah explained how she orders periodicals to obtain the best pricing and is grateful for a patron who donates several newspapers to the library. Ms. Randazzo motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah provided a summary of the activities that will occur in April as well as some planned future activities. A few highlights included:

- A \$ 500 donation by Glenn & Maureen Lackey in memory of his parents. Their generous donation allowed the library to purchase a 65" smart TV, soundbar and wall mount.
- A new hand-out is available showcasing 3 months of upcoming Adult programs
- The Mayor of Castle Shannon will present a National Library Week Proclamation at the April 8th Borough Council meeting
- A special Solar Eclipse party will be held on the front lawn of the library on April 8th
- The Tiny Arts Show exhibits will be revealed at the library on April 9th and the event is expected to be well attended again this year
- There will be a public closure of the library on May 8th since internet service will be unavailable while new laptops and equipment are being installed
- The Friends of the Library Spring Book Sale profit was more than \$ 3,050---a new record. Ms. Randazzo thanked Friends members in attendance for their continued support and successful fundraising activities.
- Ms. Myrah continued to visit local businesses and Ms. Mayausky also visited several during the month. Ms. Mayausky obtained paint can donations from Sherwin-Williams for a March craft program. She later sent the company a personalized thank you note showing some of the finished products.
- The annual state report was submitted and will be provided to the Board in the near future

Children and Youth Services Coordinator's Report:

The Board spent time reviewing Ms. Morgan-Opitz written report, youth program statistics, and a newly created tool that provides a quick and colorful overview of free ESL resources. A few highlights of her report included:

- 31 Programs were held in March with 328 children and 159 adults in attendance
- Library staff from around the county (including Ms. Morgan-Opitz & Ms. Mayausky from Castle Shannon) participated in The St. Patrick's Day parade
- Attendance at a LibraryJuiceAcademy course---Equity and Early Literacy
- Attendance at a Keystone Oaks ESL (English as a Second Language) fair
- An update on the new makerspace kits that will soon be available in the library

Ms. Myrah also advised that the Friends of the Library will discuss requests for an additional TV and shelving at their June meeting.

The Board also suggested it may be beneficial to scroll library information on the TV while the room is used for events/activities.

Ms. Myrah gave a special acknowledgement of Ms. Morgan-Opitz efforts and increased program participation.

Current and Upcoming Business:

Vacant Officer Position. The Board acknowledged that a vote was needed to fill the vacancy of Secretary on the Board of Trustees. Ms. Randazzo nominated Ms. Craig, who accepted the

nomination. Ms. Shushnar motioned to approve the nomination. Ms. Shartle seconded; all in favor; motion carried.

Memorial Donation. Ms. Phillips acknowledged two patrons in the audience and announced that Glenn and Maureen Lackey had provided a generous donation to the library in memory of his parents. This donation has provided the library with the opportunity to purchase a large smart screen TV and related equipment which will benefit patrons for many years. Ms. Phillips thanked them on behalf of the Board and gave them a special thank you card from the Board of Trustees.

Update on Wind Sails. Ms. Randazzo provided the Board with a written summary of the borough committee's analysis and recommendations about the wind sails that are adjacent to the front of the library. At this time, no additional enhancements will be made to the wind sails and they will remain in place. Ms. Craig interjected that the borough has allocated funds to improve the visual appearance of the library over the past year and the overall affect is very welcoming.

Electronic Library Sign. Ms. Myrah shared that several patrons have commented about the new sign when visiting the library. Ms. Shushnar suggested that it may be better to limit the amount of information displayed on the sign for ease of review when driving by. Ms. Heckmann agreed and suggested it may be better to display 2 or 3 lines of information vs. 4. There was also discussion around slowing down the rotation of the messages.

Buffalo Presentation on April 6th. Ms. Phillips asked Ms. Lackey (a patron in the audience) to speak about the upcoming presentation. Ms. Lackey shared that she is a member of the Friends of the South Park Buffalo Preserve and thought others may benefit from learning about it. Ms. Lackey also said she plans to provide buffalo sugar cookies for those attending the event.

National Library Week. Ms. Phillips reviewed the schedule for the week and various planned activities. She thanked Ms. Myrah for all her efforts and for suggesting the Library Proclamation that the Mayor will announce at the Borough Council meeting. Ms. Phillips encouraged all in attendance to try to attend the council meeting and/or stop by the library during the week.

Sunshine Act Training. Ms. Phillips directed the Board to the information noted on the bottom of the agenda regarding training on the Sunshine Act. The Board discussed whether to view the You Tube videos or request a live group session. The consensus was that the videos would be effective. Ms. Heckmann inquired as to which videos might be more beneficial. Ms. Phillips advised she would review some of them and identify 1 or 2 that might be able to be viewed during a Board meeting. Ms. Heckmann also suggested that the videos could be done as "homework" during the summer hiatus.

Library 75th Anniversary. The Board acknowledged that the library would achieve its 75th anniversary in 2024 and discussed plans to celebrate that milestone. Ms. Shushnar had previously offered to make a special quilt/wall hanging to commemorate the event. The Board accepted her gracious offer and discussed additional ideas to make the unveiling truly memorable and encourage patrons to visit the library. Ms. Shushnar requested the library staff go through the archives and identify items to be incorporated that reflect each decade the library has existed. The Board agreed to plan to have everything completed and ready in September to coincide with other fall "Love Your Library Month" events.

Board of Trustees By-Laws. The Board continued its work of reviewing and updating the by-laws. Ms. Phillips noted the Board's responsibility to "secure" funding vs. "solicit" funding. Discussion

included using gender-neutral terms, embedding links to the mission, vision, core values, and strategic plans, reducing term limits, etc. Ms. Phillips will make the agreed upon edits through section 5 and the Board will continue its discussions at the next meeting. Ms. Craig also suggested that it may be helpful to review Library Code, Title 24 for any by-law requirements prior to amending section 6 of the by-laws. Ms. Craig and Ms. Phillips offered to research this prior to the next meeting.

Correspondence:

Ms. Myrah shared that 2 notes were received thanking staff for their assistance on 2 programs conducted at the library. One was to Lynn from Lisa at Books & Blankets at Christ United Methodist Church thanking her for going above and beyond for children to receive a book they can call their own. The second was a note to Karen from Heather at HD Custom Designs, LLC thanking her for allowing her to conduct a pen workshop.

Adjournment: 9:00 p.m. Ms. Shushnar motioned to approve; Ms. Shartle seconded.

Respectfully submitted,
Mary Craig, Board Secretary

Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
May 2, 2024

Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Approval of April, 2024 Board Meeting Minutes
6. Approval of April, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Finalize edits to Board of Trustees By-Laws
 - 7:45 Guest Speaker: Kyle Applegate, Chief Counsel, PA Office of Open Records*
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
14. Articles of Interest
15. Announcements
16. Adjournment

**The Office of Open Records (OOR) provides training on the [Sunshine Act, 65 Pa.C.S. §§ 701-716](#) regarding transparency related to meeting announcements, public commenting, and posting meeting documents.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
May 2, 2024**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:03 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, Diane Fabry, Jennifer Shushnar and Heather Myrah (Library Director). Laura Heckmann arrived at approximately 7:12 p.m. Excused: Lisa Shartle

Remote Guest Presenter: Kyle Applegate, Chief Counsel, PA Office of Open Records

Public Comment(s) Protocol: Ms. Phillips stated the Board welcomed public comments. She then opened the meeting to public comment according to the by-laws.

Public Comment(s):

Denny Petronio, a member of the Friends of the Library, addressed the Board. Mr. Petronio stated he joined the Friends group a few months ago and shared positive comments regarding the Tiny Art Show that was recently held at the Library. He noted that he saw several Board members at the activity. He then recommended the Board also hold an open discussion period at the conclusion of the Board meetings. Ms. Randazzo shared that this is done at Council meetings. Board members agreed to discuss adding this second public comment period to future agendas. Mr. Petronio then asked what the Board does to raise funds. Ms. Phillips explained that the Board has responsibility for oversight of library spending and securing funding for the library, where the Friends group is primarily responsible for raising donations. Ms. Phillips shared the Board reviews and approves the financial reports and expenditures for the library. Ms. Randazzo interjected that the Board has a goal to research future grant opportunities. She also stated that she and Ms. Phillips met with Castle Shannon Borough leadership in late 2023 to lobby for increased funding for the library. They were successful, resulting in the library milage increasing from .2550 to .3019. Mr. Petronio then asked if any Board members had joined the Friends and if not, he would recommend they do so. Ms. Craig replied that she and several Board members were also members of the Friends. Ms. Craig commented that each person makes personal choices as to which entities they join or support. She asked that their individual decisions be respected as no one else knows another person's personal or financial situation.

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

Meeting Minutes: The minutes from the **April 2024** Board of Trustees meeting were presented. Ms. Shushnar motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Ms. Randazzo made a motion to **amend the February 1, 2024 Community Library of Castle Shannon Board of Trustees Meeting Minutes** under the Public Comments Section of the agenda to reflect the comments of Karen Donnell, a member of the Friends of the Library Executive Board. Further, as part of the amended motion, Ms. Randazzo read verbatim Karen's comments directed to

the Board at this meeting. Ms. Craig seconded; all in favor, motion carried. Since Ms. Craig was not the Secretary in February, she does not have the minutes to revise. Ms. Phillips will handle and send the revised version of the February minutes to Ms. Myrah to post.

Library Finance Report: The Library Finance Reports for April of 2024 were reviewed. Ms. Shushnar questioned the amount of furniture expense and Ms. Myrah explained an additional \$ 3,000 was spent on the patron centered changes. Ms. Shushnar recommended that when large variations occur between budget and actual costs, they should be noted with an asterisk and an explanation added to the report. The Board agreed this would be helpful for historical documentation if ever audited. Ms. Myrah shared that she will be submitting information by June 1st for the borough's external audit and does not anticipate any issues with the submission. There being no other questions on the financial report, Ms. Randazzo motioned to approve. Ms. Shushnar seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah provided a summary of highlights from April, the activities that will occur in May as well as some planned future activities. A few highlights included:

- The Eclipse viewing party on April 8th was a big success, more than 60 people participated.
- The Tiny Art Show on April 9th had a great turn-out, more than 100 people attended.
- The Friends Spring Flea Market raised more than \$ 1,430 and the Coffee & Tea themed basket proceeds were \$ 293.
- Ms. Phillips donated Sarris chocolate bars for the Friends of the Library Flea Market and leftover bars were sold at the front desk and raised \$ 70.
- The Friends purchased a new whiteboard that has been installed in the lower level of the library.
- The RAD Pass Summer Staycation started in May and the Experience Kits will launch in June that offer free admission for 2 adults & 6 children to many interesting sites around Pittsburgh.
- The ACLA community grants have been approved by the State and funds should be received within 30 days.
- Ms. Myrah continued her visits to Castle Shannon businesses to promote the library and build relationships in the community.

During the review of the report, Ms. Randazzo acknowledged the Friends for their continued efforts and commented that the Flea Market has been successful year after year. She thanked those in attendance for their work and dedication. She stated that the Board hopes to do more research on possible grant opportunities for 2025. Ms. Phillips interjected that she saw that Dollar General has grant programs under their literacy program and there may be opportunities to secure grant funds through them.

Children and Youth Services Coordinator's Report:

The Board spent time reviewing Ms. Morgan-Opitz written report and youth program statistics. Ms. Craig commented on how excited the children were at the Tiny Art Show to sell their art to those who attended. Ms. Heckmann commented on the Literary Tea Party as a great way to engage children and families and hoped it would continue to be held annually. Highlights of the report include:

- 26 Programs were held in April with 207 children and 88 adults participating.
- The Tiny Art Show and Literary Tea Party were both well-attended and patrons shared positive comments about both events.

- The children enjoyed decorating cookies during the tea party, so more cooking or kitchen-oriented programs may be held in the future.
- The April 18th Kindergarten Class Visit was very popular with 45 children and 6 adults in attendance.

Current and Upcoming Business:

Finalize edits to the Board of Trustees By-laws. Significant progress had been made. A few more revisions are needed. Ms. Phillips expects to have the updated version ready for a vote at the next meeting.

Sunshine Act Training. The Board had indicated a desire for training on this subject and last month had indicated a willingness to watch a few You Tube videos on this topic. Ms. Phillips announced that instead of the Board watching videos, she was able to engage a presenter to provide remote training on the Sunshine Act. She also invited Friends members to attend this session to learn more about this topic. Ms. Phillips directed the Board and Friends Members in attendance to follow along with a paper copy of the presentation, Basics of the Sunshine Act, and turned the meeting over to Mr. Applegate, Chief Counsel, for the Pennsylvania Office of Open Records. He began the training by explaining his office arbitrates “right to know” act complaints and provides educational trainings on the topic. Mr. Applegate’s presentation covered the following areas:

- Purpose of the Sunshine Act
- Who is covered by the Act
- What is a meeting and what is not considered a meeting
- Recording of votes and meeting minutes
- Public notice requirements
- Agenda requirements, exceptions to the agenda and additions
- Public comment period and reasonable time limits
- Use of Executive Sessions & allowable reasons to hold them
- Violations of the Sunshine Act
- Miscellaneous items that may apply
- List of additional resources

Mr. Applegate answered several questions from those attending the training and concluded his presentation encouraging sending future questions via his agency’s website or their call center. Ms. Phillips thanked him for conducting this valuable training and his willingness to do so in the evening during the regularly scheduled Board meeting.

After Mr. Applegate left the remote portion of the meeting, those in attendance spent several minutes discussing the value of the training, especially for newer Board members and whether the provisions of the Sunshine Act extend to the Friends.

Correspondence:

Ms. Myrah stated that there was no correspondence to report this month.

Adjournment: 8:59 p.m. Ms. Randazzo motioned to adjourn; Ms. Shushnar seconded.

Respectfully submitted,
Mary Craig, Board Secretary

Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
June 6, 2024

Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments*
5. Approval of May, 2024 Board Meeting Minutes
6. Approval of May, 2024 Financial Expenditures Report
7. Report from Library Director (Including Adult Summer Reading)
8. Report from Children and Youth Services (Ms. Morgan-Opitz is attending to discuss Youth Summer Reading)
9. Current and Upcoming Business:
 - Vote to adopt Board of Trustees By-Laws (if no further revision or updates are recommended)
 - Vote to approve financial expenditures for July and August; Board members will continue oversight as needed.
 - Connecting with Library Staff over the Summer
 - Meeting with board members from local library boards
 - Board of Trustees Annual Report (Donna Phillips)
 - Additional public commenting period at the end of a board meeting is being considered by the Board members for implementation in September
 - Library Board returns to work on Thursday, September 5th
 - Love Your Library begins and Library 75th Anniversary recognition
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
14. Articles of Interest
15. Announcements
16. Adjournment

*Per Board of Trustees By-Laws (2024), individuals who would like to speak publicly must identify themselves by first and last name before speaking, respect a three minute commenting protocol and recognize the overall total time of a thirty minute window for public comments. When public commenting closes after the final speaker, the Board will not engage in further discussion with the audience allowing for ample time to conduct Library business.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
June 6, 2024**

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, Jennifer Shushnar, Laura Heckmann and Heather Myrah (Library Director). Excused: Lisa Shartle and Diane Fabry.

Special Guest in Attendance: Michael Foote, Castle Shannon Borough Manager. Ms. Phillips welcomed Mr. Foote and introduced him to those in attendance. Ms. Phillips stated he has been a great advocate for the library, and she was happy to have him attend and observe the meeting.

Guest Presenter: Amber Morgan-Opitz (Youth and Children's Librarian). The Board appreciates a live report from Ms. Morgan-Opitz several times during the year.

Public Comment(s) Protocol: Ms. Phillips stated the Board welcomed public comments. She then opened the meeting to public comment according to the by-laws.

Public Comment(s):

Kathy Pattak, Vice President of the Friends of the Library, addressed the Board. Ms. Pattak provided an update on several recent fundraising initiatives and purchases. She shared that the coffee basket raffle raised \$ 293, and the group is creating an Adventure-themed basket to complement the theme of the Summer Reading program. Ms. Pattak also stated that a whiteboard was purchased and has been installed on the lower level of the library by the public works crew. The Friends have also provided a \$ 1,500 donation for the children's programming requested by Ms. Morgan-Opitz. Ms. Pattak announced that the Friends have also created a Facebook page.

Ms. Phillips and Ms. Randazzo thanked Ms. Pattak for her update and for all the work the Friends group has done to benefit the library and patrons.

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

Meeting Minutes: The minutes from the **May 2024** Board of Trustees meeting were presented. Ms. Randazzo motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

Library Finance Report: The Library Finance Reports for **May of 2024** were reviewed. Ms. Phillips asked for clarification on the payment to ACLA for e-resources. Ms. Myrah replied and shared that Libby is great for e-books, e-magazines, etc. Ms. Morgan-Opitz shared that anyone in the family can access Hoopla. Ms. Craig asked why the \$ 1,500 Friends donation wasn't shown. Ms. Myrah explained it will be reflected in next month's report and will be shown under contributions and donations. The Board discussed how to handle the approval for future expenditures during the summer break. It was agreed that Ms. Myrah will email the detailed reports each month to the Board members with an explanation for any outliers. There being no other questions on the financial report, Ms. Shushnar motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah provided a summary of highlights from May, the activities that will occur in June as well as some planned future activities. A few highlights included:

- The Library Audit found no issues and it was submitted to ACLA.

- The PC deployment went well. The equipment was delivered in 27 boxes. A dedicated team installed the equipment and had it operational in a little more than 4 hours.
- The Board of Trustees meetings will be published with the Castle Shannon Borough Council meeting dates in the South Extra Edition of the Pittsburgh Post-Gazette moving forward. This meets one of the requirements of the Sunshine Act.
- The library will staff a booth at the CSVFD Carnival, and a portion of the booth's proceeds will come back to the library. The goal is to have enough volunteers from the Board, the Friends and the Library team members to staff the booth every night. Ms. Myrah will coordinate the schedules.
- The ACLA community grant was received, and the library has one year to fulfill the requirements.
- The RAD Pass Summer Staycation and Experience Kits continue to be popular, and the library has handed out pamphlets and brochures promoting both programs.
- Ms. Myrah continued her visits to Castle Shannon businesses to promote the library and build relationships in the community. She has already visited approximately 50 sites and most seem receptive to having library materials available in their businesses.
- The Castle Shannon Library has been identified as among the best library branches in the Pittsburgh region. Ms. Myrah encouraged meeting attendees to vote daily from June 3rd to the 23rd so we can move into the next top 5 scoring category. Ms. Myrah will send out the voting link.

During the review of the report, Ms. Craig thanked Ms. Myrah for following up on the Sunshine Act requirement and Ms. Shushnar commented on the importance of engaging local businesses. Ms. Heckmann commented on the benefits of the RAD pass and appreciates it is tied to having a library card to access the benefits.

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz provided a live update to the Board during this meeting and referenced several documents provided in the packets. Highlights of her report included:

- 26 Programs were held in May with 273 children and 103 adults participating.
- 2 of the new laptops and 2 of the kindles can be taken to the recently re-designed teen area in the library and provide young adults with more flexibility and privacy.
- The Summer Reading Program will start June 7th and run until August 12th. There are 3 different age-appropriate reading programs. This year's theme is "Adventure Begins at Your Library". Prizes include inflatable beach balls, frisbees, free books and tickets for grand prizes. The grand prizes include a telescope, a portable microscope, a metal detector, a water table, pretend camping set, and a survival card game.

Ms. Phillips thanked Ms. Morgan-Opitz for attending the meeting and providing such an enthusiastic update on the Children and Youth Services activities. Ms. Randazzo complimented her on the variety of activities and the cute graphics she uses in the game sheets.

Current and Upcoming Business:

Vote to Adopt the revised Board of Trustees By-laws. Ms. Craig motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Vote to Approve Financial Expenditures for July and August. It was agreed that Ms. Myrah will email each month's report to the Board with an explanation for any outlier. Board members will continue oversight as needed. Ms. Randazzo motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

Connecting with Library Staff over the Summer. The Board discussed several options. Ms. Myrah will check with the staff to see which option they would prefer and the dates that would be best for most people to attend. Ms. Myrah will convey that information to the Board.

Meeting with Board Members from other Local Libraries. As part of its Strategic Plan, the Board would like to gather information regarding other Board's practices and use it as an opportunity to network. The Board

agreed that this may need to be tabled until the Fall as some other nearby libraries suspend Board meetings over the summer. Ms. Craig said she would do some preliminary research over the summer.

Board of Trustees Annual Report. Ms. Phillips stated she felt this would be a beneficial undertaking to share the story of what's happened at the library over the past few years and create a document that can be shared with the community. She envisions it having specific data, showcasing improvements, highlighting the library resources and team members, gratitude for donations, etc. The Board discussed and agreed it would be a beneficial project, but one that will take time to finalize. More discussion will be held on this initiative in the future.

Add a Second Public Comment Period to Board Meetings. This suggestion had been made at the May meeting by a member of the audience. The Board agreed to add a second public comment period at the conclusion of each meeting and re-evaluate at the end of the year. The Board agreed to limit each speaker to 2 minutes with a maximum time allocation of 20 minutes for all speakers. This second public comment period will commence at the September 2024 Board Meeting.

Library Board reconvenes in September. The Board was reminded that Love Your Library Month will begin in September, and a recognition event will be held during the month commemorating the 75th Anniversary of the Library. Ms. Shushnar is working on a special keepsake that will be unveiled at that time.

Correspondence: None

Additional Comments: Mr. Foote stated he enjoyed attending the meeting and listening to all the good things that are happening at the library. Ms. Morgan-Opitz shared that the Friends will be gifting another television to the library. This second television is intended to be used for family games night and movies. Ms. Phillips thanked Mr. Foote for attending and the Friends for their additional gift and their ongoing support.

Adjournment: 8:07 p.m. Ms. Randazzo motioned to adjourn; Ms. Shushnar seconded.

Respectfully submitted,
Mary Craig, Board Secretary

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
September 5, 2024**

Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments*
5. Approval of June, 2024 Board Meeting Minutes
6. Approval of August, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services (Ms. Morgan-Opitz is attending for Summer follow-up)
9. Current and Upcoming Business:
 - 2025 Library closures: Compare 2024/2025 closure dates; review and adopt library closure dates
 - 2025 board meetings: review and adopt meeting dates
 - Library 75th Anniversary: Celebration of the Library Quilt designed and hand-crafted by Jenn Shushnar, board member
 - “Love Your Library” annual monthly (September) campaign
 - Recognizing/celebrating the Library’s 75th Anniversary with patrons (refer to Library Director June discussion)
 - Follow-up library staff and board members ice-cream social—Thank You! on behalf of the board members. We have a very talented and dedicated group of people working at the Castle Shannon Library!
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
 - Meeting with board members from local library boards
 - Board of Trustees Annual Report
14. Articles of Interest
15. Announcements
16. Public Comments*
17. Adjournment

*Per Board of Trustees By-Laws (2024), individuals who would like to speak publicly must identify themselves by first and last name before speaking, respect a three minute commenting protocol and recognize the overall total time of a thirty minute window for public comments. When public commenting closes after the final speaker, the Board will not engage in further discussion with the audience allowing for ample time to conduct Library business.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
September 5, 2024**

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, Lisa Shartle, Jennifer Shushnar, Laura Heckmann, Diane Fabry, Mary Craig and Heather Myrah (Library Director). Excused: Marian Randazzo.

Guest Presenter: Amber Morgan-Opitz (Youth and Children's Librarian). The Board appreciates a live report from Ms. Morgan-Opitz several times during the year.

Public Comment(s) Protocol: Ms. Phillips stated the Board welcomed public comments. She then opened the meeting to public comment according to the by-laws.

Public Comment(s)Session # 1:

Donelle Mayausky, a senior member of the library team, stated that September is always a busy month at the Library. She mentioned preparations have been underway for Love Your Library month, including flocking the front lawn with signs promoting it. She also encouraged attendees to stop by during the month to see the display the library team is building regarding banned library books. The staff enjoy building this display each year and find special meaning behind it.

Karen Donnell, Chair of the Friends Book Sale Event, addressed the Board. She spoke for a few moments about the upcoming book sale and encouraged attendees to support the fundraising event. She added that this year there will be 4 raffle baskets available containing signed author materials, a blind book sale (new this year--books in brown wrappers with hints to buy), a bake sale, and that there would be no price increases. She was also happy to share that Potomac Bakery has also posted a sign in their window promoting the book sale.

During the public comment period, there were a few comments around the library signage and hope that more people will purchase and display the Love Your Library signs in their yards. There were also a few comments regarding how the Castle Shannon Library responds to requests to remove or relocate books.

Ms. Phillips also thanked Ms. Donnell for her update and all the work the Friends Group does to prepare for, and hold, the book sale.

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

Meeting Minutes: The minutes from the **June 2024** Board of Trustees meeting were presented. Ms. Myrah recommended one change to the final page---change Love Your Library "Week" to "Month". The Board concurred this change should be made prior to the minutes being approved and posted. Ms. Shartle motioned to approve providing the correction is made. Ms. Heckmann seconded; all in favor, motion carried. (NOTE: the minutes were amended and posted within a few days of the September 5th meeting.)

Library Finance Report: The Library Finance Reports for **August of 2024** were reviewed. Ms. Heckmann asked if there was an update on the ACLA Communities Grant. Ms. Myrah referred everyone to the update in her Director's report where she indicated that around \$ 2,050 has been spent out of the \$ 3,050 to date. There being no other questions on the financial report, Ms. Shushnar motioned to approve. Ms. Fabry seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah provided a summary of highlights from **August**, the activities that will occur in **September as well as some planned future activities**. A few highlights included:

- The library received \$ 200 in booth proceeds from the CSVFD for manning a booth each night of the carnival.
- Ms. Myrah asked if anyone could represent the library at the Kenny Ross Ford Trunk-or-Treat event on the evening of October 24. Ms. Craig (Board & Friends member) and Ms. Donnell (Friends member) indicated they would be happy to do so.
- The 2025 library budget meetings with Mr. Foote will begin in early September. Ms. Myrah shared that there will be a \$ 6,000 impact for 2 network switches and a cost of approximately \$ 62 a person to renew the clearances for 11 employees.
- Four Wi-Fi Access points will be installed on September 19th.
- The ACLA community grant was received, and the library has one year to fulfill the requirements. To date, approximately \$ 2,050 of the available \$ 3,050 has been spent. Ms. Myrah's report included a list of purchased materials.
- The RAD Days are coming up September 7th through October 6th. More information can be found on RAD's website. Ms. Myrah shared that the funding is expected to be the same as in the past.
- Ms. Myrah elaborated on the workshop she attended on September 5th on the topic of Emergency and Crisis Management in Libraries. This is just the first step of a strategic approach to create specific plans and conduct training for all staff members. Ms. Myrah will be coordinating this with MRTSA and CSVFD.
- The library will hold a Vendor and Craft Fair on November 23rd. Last year's event was successful and there are already 16 of 22 spots filled for this year's event.
- Some donations for the Love Your Library campaign have already been received.

During the Director's update, a few general questions/comments were made by various Board members. Ms. Shushnar requested that the Board receive the preliminary budget earlier so members have sufficient time to review and ask questions. Ms. Craig asked a few questions about the Emergency & Crisis workshop and supported the importance of these types of programs. Ms. Phillips asked how frequently the staff clearance checks were required. Ms. Heckmann asked if the staff received training on AED use and CPR. Ms. Phillips asked if the library had a choking rescue device (Life Vac). Ms. Myrah replied that a choking device is not currently available in the library. She will check to see if/where it can be purchased. There was discussion regarding purchasing one for each floor of the library.

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz provided a live update to the Board during this meeting and referenced several documents provided in the packets. Some highlights of her report included:

- The Summer reading program was successful with almost 200 participants this year. Her hand-out included the outcome by age groups and pie charts showing historical activity among age groups from 2021 through 2024.
- There are plans to introduce more STEM activities into the crafter-school program vs. holding separate STEM days that have not had high participation rates.
- Shelving options are being researched to better house the gaming devices.
- There will be continued focus on financial literacy as the children create items to sell at the upcoming November vendor fair and next year's Tiny Art Show.
- Several patrons had recently asked about the availability of boy dolls. She is looking into purchasing either an American Boy doll or a My Generation doll to add to the library's collection by the end of this year.
- Teen programming continues to be a challenge. If participation doesn't increase, there is potential to transition this time into an open slot for teens looking to volunteer or to create a program for TWEENS between the ages of 10 to 12.

During this report, there were several Board comments. Ms. Phillips asked if there was something the library could do to reward reading, getting good grades, etc. Several suggestions were made. Ms. Craig also thanked Ms. Morgan-Opitz for providing the pie chart historical analysis and pursuing adding the boy doll to bring more

diversity to the library's doll collection and meet patrons' needs. Ms. Heckmann said she witnessed the children at the Tiny Art Show using the cash register and that they seemed to enjoy collecting the money and raising funds to purchase specific items.

Current and Upcoming Business:

Vote to Approve 2025 Library Closure Dates. The Board discussed several options regarding the Easter, Memorial Day and Labor Day weekends and agreed to have reduced operating hours on those Saturdays vs. being open all day. This way, there is some availability for patrons but also gives staff time off to enjoy those holiday weekends. The Board also approved an in-service day for the library staff in October. This was first instituted in 2024 and gives staff an opportunity to focus on educational opportunities, special projects, etc. Ms. Craig motioned to approve. Ms. Shartle seconded; all in favor, motion carried.

Vote to Approve 2025 Board of Trustee Meetings. The Board discussed the challenge of meeting on January 2nd and having all necessary information available. It was recommended to postpone the January meeting to January 9th and a majority supported this change. All other meetings should be held on the first Thursday of each month, except during the summer hiatus. Ms. Heckmann motioned to approve. Ms. Shushnar seconded; all in favor, motion carried.

Celebrating the Library's 75th Anniversary. The Board thanked Ms. Shushnar for designing and creating the hand-made keepsake quilt that was unveiled at the meeting. The quilt took many hours to complete and is a beautiful testament to the enduring presence of the library in our community. The quilt incorporates pictures and articles from several different decades, includes the Love Your Library theme and a tribute to the Friends of the Library, and is trimmed with shamrocks and in Castle Shannon green. Ms. Myrah will arrange for Public Works to display the quilt on the main floor of the library. The Board also discussed options for celebrating this milestone anniversary with patrons. Ms. Myrah will follow up with several vendors and provide an update at the October meeting.

Love Your Library Month. The library team has already flocked the front lawn of the library with signs, has swag to distribute based upon donation levels, has already received several donations, is promoting the event in its communications, and will be working with vendors on circular magnets with our logo on them. Excitement is building.

Library Staff & Board Ice Cream Social. Ms. Phillips thanked the staff for attending this August event and stated the Board appreciated having a chance to spend some personal time with them. She recognized the talented and dedicated staff that truly make our library a special place in the community.

Correspondence: James Campbell, a patron of the library, recently passed away and his wife, Barb, has asked that donations be made to the library in his honor.

Policy Issues: None

Continued Business:

Meeting with Board Members from Other Libraries. This is a goal listed in the Board's Strategic Plan. Some preliminary research has been done. Many of the Boards were on hiatus over the summer. Ms. Phillips has created a list and will email out information to the Board members to see if anyone is able to schedule time with other Boards over the next few months.

Board of Trustees Annual Report. Ms. Phillips has drafted an initial report and has shared it with Board members. Once it has been reviewed and finalized, Ms. Phillips will send it to Ms. Myrah to use in her discussions with businesses and patrons.

Articles of Interest: None

Public Comment(s), Session # 2:

Ms. Phillips opened the second public comment period.

Andrea Brichacek, a resident of Castle Shannon, addressed the Board. She introduced herself as someone who supports shopping locally whenever possible. She shared that Team Nuts (a business on Rt 88) prints stickers and has very reasonable pricing. She also shared that she does graphic design and may be able to do some things for the library free of charge. She closed by saying that she also knows there is a business on Milford Drive that does embroidery, and she will send the details to Ms. Myrah.

Karen Donnell, a member of the Friends, addressed the Board. She stated that Ms. Morgan-Orpitz does an awesome job with the youth activities. She believes the library staff and the variety of activities are the reasons the library is a vibrant community hub. She said the Red Robin fund-raising night was a good way to raise funds. She suggested the library consider holding a CPR educational event for residents and reach out to Chief Truver to coordinate this. She also mentioned that it would be a good idea to have an AED downstairs in addition to the one on the main floor and put up signage as to where the AEDs are located. She also mentioned that there is another printer business by Sheetz and laminating bookmarks for the 75th Anniversary might be a nice option to consider.

Kathy Pattak, Vice President of the Friends, reminded attendees that the flea market is October 5th and the set up may conflict with the Board meeting. She also said volunteers were needed to help with setting up on the prior Friday either for the 1 to 4 or 6 to 8 shifts.

Maureen Lackey, a member of the Friends, shared that Shields Embroidery does swag, too, and may be able to do something for Love Your Library month. She mentioned that there is a "Fall in Love with Your Library" raffle basket currently displayed in the library and encouraged people to buy tickets. She closed by saying that \$152 was raised from the "Adventure" Basket that was raffled off in the prior month.

The Board appreciated all the comments shared during the second public comment period. Ms. Myrah stated she will be sure that space is available for the Board to conduct its October meeting. Ms. Morgan-Orpitz stated she will have the children work on the laminated bookmarks and possibly sell them during the vendor fair.

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

Adjournment: 8:43 p.m. Ms. Heckmann motioned to adjourn; Ms. Shartle seconded; all in favor, motion carried.

Respectfully submitted,
Mary Craig, Board Secretary

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
October 3, 2024**

Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments*
5. Approval of September, 2024 Board Meeting Minutes
6. Approval of September, 2024 Financial Expenditures Report
7. Report from Library Director (Preliminary 2025 Budget**)
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - “Love Your Library” campaign participation and outcomes
 - Cyber Security (Recognizing Phishing Attacks)
 - CareerLink
 - Important Upcoming Events:
 - Saturday, October 5th Friends of the Library Flea Market
 - Monday, October 14th Library is closed for in-service day
 - Sunday, October 20th Halloween Parade 1-3pm
 - Saturday, November 23rd Craft and Vendor Fair
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
 - Board of Trustees Annual Report
14. Articles of Interest
 - ACLA-Share your Library Story
 - <https://aclalibraries.org/get-involved/share-your-library-story/>
15. Announcements
16. Public Comments*
17. Adjournment

*Per Board of Trustees By-Laws (2024), individuals who would like to speak publicly must announce first and last name before speaking, respect a three minute commenting protocol and recognize the overall total time of a thirty minute window for public comments. When public commenting closes after the final speaker, the Board will not engage in further discussion with the audience allowing for ample time to conduct Library business.

**Staff needs, priorities, possibilities and programming support

[Recognizing Phishing Attacks](#) (Video, 13:45)

<https://www.pacareerlink.pa.gov/jponline/>

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
October 3, 2024

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, Laura Heckmann, Diane Fabry, Lisa Shartle, and Heather Myrah (Library Director). Excused: Mary Craig and Jennifer Shushnar.

Public Comment(s)Session # 1:

Donelle Mayausky, a senior member of the library team, reported that the month of October, largely due to Karen Lizon's (part-time Library Events Coordinator) efforts and hard work, is filled with cool events happening at our library. Donelle mentioned the following upcoming events:

- October 8 – The Dead Poets Rising
- October 16 – Halloween Crafternoon and Crafterdark
- October 18 – Witches and Wizard's Seasonal Party

Further, Donelle noted the October 5th Friends of the Library Flea Market and the October 20th Halloween Bash and Parade. Donna added that signing up for library programming is easy using, "Library Market," a county wide library calendar event marketing tool. Donna publicly thanked Karen for her continued efforts in bringing worthwhile programming to our library.

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

Meeting Minutes: The minutes from the **September 2024** Board of Trustees meeting were presented. Ms. Myrah recommended one change to page four---change "Avenger Basket" to "Adventure Basket." The Board concurred this change should be made prior to the minutes being approved and posted. Marian motioned to approve providing the correction is made. Diane seconded; all in favor, motion carried.

Library Financial Report: The Library Financial Reports for **September of 2024** were reviewed. Ms. Myrah reported that the Periodicals budget line item needs to be increased due to the current cost of magazines and newspapers. We are not purchasing a lot of periodicals due to the availability of them on our E-resource apps of Libby and Hoopla. Further, Ms. Myrah advised that Healthcare, Dental and Vision will each have their own separate line item in the budget. The Library audit is the only expenditure that comes out of the Contracted Services budget line. There will be a new budget line item for the Copier Lease and Maintenance. There

being no further discussion on these suggestions or the budget, Laura motioned to approve the Library Finance Report as printed. Lisa seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah provided a summary of highlights from **September**, the activities that will occur in **October as well as some planned future activities**. A few highlights included:

- October 5 – Friends Fall Flea Market 9 a.m. – 2 p.m.
- October 20 – Halloween Bash and Parade 1-3 p.m.
- October 22 – Friends Open House at the library
- October 24 – Kenny Ross Ford Trunk or Treat 5-7 p.m.
- October 30 – Primanti's Fundraiser
- November 23 – Vendor and Craft Fair 10-3 p.m.

Ms. Myrah reported that the Friends Group Fall Book Sale raised \$3617.25 for the library. Also, the monthly Castle Shannon e-Newsletter is available on the Borough's website, FB page, and to subscribers. Our library won **Pittsburgh City Paper Best of Pgh Tiny Free Library!** Our library earned **Honorable Mention for Best Library Branch!**

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz provided a Youth Services Update hand-out complete with September program statistics. These statistics emphasized her excitement for the upcoming Halloween Bash and Parade activities which will include a food truck, an ice cream truck, and ABC Twist Balloons.

Current and Upcoming Business:

September Love Your Library Campaign. Heather thanked participants for their support and donations. Library tally sheets are due to ACLA (Allegheny County Library Association) on Friday, October 11th.

Cyber Security. Donna stressed the importance of Cyber Security and recognizing phishing attacks and scams. She offered a video as a resource on this important topic. (*Recognizing Phishing Attacks – Video, 13: 45*)

Career Link. Per Diane's request, Donna listed an official Pennsylvania Government Website entitled, "CareerLink," for interested individuals searching for a personalized approach to career and training services. (<http://www.pacareerlink.pa.gov/jponline>)

Share Your Story. Donna mentioned ACLA's "Share Your Story" Initiative whereby an individual library user can tell ACLA why the library is important to you, or your community! With permission ACLA will share this story for the purpose of better advocating for libraries in the future. (<http://aclibraries.org/get-involved/share-your-library-story/>)

Correspondence: None

Report of the President/or Trustees: Heather, Donna, and the Board continued a lengthy budget discussion. *Wish List* topics discussed included increasing “Canva” (an online graphic design tool), obtaining the cost of paving the side parking lot, and the costs of a “Cricut” yearly subscription, Constant Contact, Welcome Winter Event, and staff clearances. Heather informed the Board that the Borough Manager proposed a new way of showing donated monies in the library budget, thus better designating where donations are going or being shown in the budget line item of the financial report. Consequently, a lengthy discussion followed among the Board and the Friends Group members (Kathy Pattak and Maureen Lackey) as to the possible ramifications of this budget procedural change. This budget discussion ended with an important question to the Borough Manager and Council – Is this new proposed way of budgeting library monetary donations mandatory?

Public Comment(s) Session # 2:

Maureen Lackey, a member of the Friends, addressed the Board. She emphasized that the Friends Group needs more volunteers. Also, Maureen mentioned that the Friends Group is applying for a **Small Game of Chance License**.

Kathy Pattak, a member of the Friends, thanked Public Works for setting up the tables for the Flea Market.

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

Adjournment: 9:00 p.m. Laura motioned to adjourn; Diane seconded; all in favor, motion carried.

Respectfully submitted,
Marian Randazzo, Vice-President

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
November 7, 2024**

Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments*
5. Approval of October, 2024 Board Meeting Minutes
6. Approval of October, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Vote to approve and adopt the 2025 Castle Shannon Library Budget**
 - Status of Roof Repairs
 - Election Day-new location for voters to access the polls outside of the Library
 - Important Upcoming Events:
 - Saturday, November 23rd Craft and Vendor Fair [Link to sign-up for Board Member volunteers to work at the November 23rd Craft and Vendor Event](#)
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
 - Board of Trustees Annual Report: Finalized and being published
14. Articles of Interest
15. Announcements

As part of our Library's Strategic Plan, we strive to share community related information (Pillar # 3) and opportunities for community learning and collaboration (Pillar #4). Please see the following relevant announcements/information:

 - **Castle Shannon Park Rentals for 2025:** Rental Applications will start being accepted on Wednesday, November 6th, 2024. This will be in person only at the Municipal Center, beginning at 8:30 a.m. <https://borough.castle-shannon.pa.us/parks-recreation/>
 - **Medical Rescue Team South Authority (MRTSA) is the Castle Shannon Paramedic Service** and it also provides education in various topics. Visit this link <https://www.mrtsa.com/education/pages/class-schedule> to access an online registration and more detailed information for community classes in CPR, First Aid, ACLS, PALS, Stop the Bleed, EVOC and more!
 - **MRTSA Reminder 2025 Ambulance Membership:** Your MRTSA Membership not only provides emergency ambulance coverage, but it also guarantees that MRTSA will submit your claim to your insurance carrier for the ambulance service, and as a member you will only be billed for 50% of what your insurance doesn't cover.
<https://admin.eservicestech.com/p/mrtsa/membership>
16. Public Comments*
17. Adjournment

*Per Board of Trustees By-Laws (2024), individuals who would like to speak publicly must announce first and last name before speaking, respect a three minute commenting protocol and recognize the overall total time of a thirty minute window for public comments. When public commenting closes after the final speaker, the Board will not engage in further discussion with the audience allowing for ample time to conduct Library business.

**The Library budget is embedded within the Borough of Castle Shannon Budget Package. The 2025 Borough of Castle Shannon budget is currently being prepared. The adoption date for the 2024 budget was December 11, 2023.

At the next Borough Council meeting on Monday, November 11th, the 2025 Library budget will be on the meeting agenda to be proposed and discussed. As Castle Shannon Community and Library Board Members, the following link is the Borough budget package for 2024 to reference.

borough.castle-shannon.pa.us/wp-content/uploads/2023/12/2024-Budget-Packet.pdf

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
November 7, 2024

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, Lisa Shartle, Laura Heckmann, Diane Fabry, and Heather Myrah (Library Director). Excused: Jennifer Shushnar.

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, provided an update of the Friends various fund-raising and community outreach activities. Her update included that the Flea Market raised just over \$ 1,141 and that the open house at the library netted 7 new Friends members and \$ 85 from membership fees and donations. She stated that the table at the Halloween Parade had lots of visitors as did the tables manned by Ms. Craig and Ms. Donnell at the Trunk or Treat event hosted at Kenny Ross. Ms. Pattak shared the next Friends meeting would be held on November 12 should Board members want to attend and the Vendor Fair is scheduled at the library for November 23. She took a moment to thank the Public Works department for their assistance in setting up the Flea Market tables.

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

Meeting Minutes: The minutes of the **October 2024** Board of Trustees meeting were presented. Ms. Myrah recommended several minor changes to the Financial Reports Section and a correction to the spelling of "Cricut" in the President/Trustee update on the last page of the minutes. Ms. Craig asked Ms. Myrah to send her an email with the corrections to be sure all would be captured correctly. The Board concluded the changes should be made prior to the minutes being approved and posted. Ms. Randazzo motioned to approve providing the corrections are made. Ms. Fabry seconded; all in favor, motion carried. (NOTE: the minutes were amended and posted within a few days of the November 7th meeting.)

Library Special Financial Expenditure Report: Ms. Myrah directed the Board to a special report that she created to reflect the millage received for each year from 2020 through 2024 as well as the revenues and expenses for each of those years. The Board discussed the impact of the decreased millage year after year starting in 2021. In 2020, the library's millage allocation was .3820. In subsequent years it decreased to .2660, .2269, and .2269 before being increased to .3019 in 2024. The Board discussed how Ms. Phillips and Ms. Randazzo had met with Borough leadership to have the millage increased for 2024, but that it is still significantly lower (approximately 20%) than what the library received in 2020. Ms. Myrah noted that the library also agreed to transfer \$ 60,000 it had in its Library Account in 2023 to the Borough to offset some of the renovations to the front of the library. In doing so, the library no longer has a buffer for unexpected expenses. The Board spent considerable time discussing the implications of the millage allocation, rising expenses, the costs of the renovations that exceeded budget estimates and the need for the Library Director to have more involvement in decisions affecting the library. Ms. Shartle suggested the discussion conclude, but Ms. Phillips stated the importance for the Board to understand all the implications of the millage allocation, the anticipated expenses and that the Board have the chance to exhaust all questions prior to discussing the proposed 2025 budget. The Board continued its discussion regarding any potential next steps and clarification as to the liaison's role between the Board and the Borough Council. The Board agreed it will be beneficial to engage with Borough leadership earlier in next year's budget cycle to discuss the millage allocation and other changes it would like to recommend regarding salaries.

Library Finance Report: The Board moved on to a review of the October 2024 Finance report. Ms. Myrah had provided some context in earlier emails, so there were no outstanding questions for the report. Ms. Shartle motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

Current and Upcoming Business:

- **Roof replacement**—started on Halloween and was completed by November 11th. Gutters were installed on November 7th. Ms. Myrah shared that she thought the company was very efficient and professional.
- **Election Day**—the library changed some of the processes this year to minimize risk of someone entering the library common areas outside of regular business hours. The process worked well, provided better handicapped access through the side door, better security and poll workers said the signage worked well. Ms. Myrah explained that any issues that arise with voters are handled by the constable or sheriffs such as Castle Shannon police are not permitted to be in a polling station while in uniform. Ms. Mayausky shared that she came into the library at 5:45 a.m. to let in the election workers. The Board commended her on this selfless show of support for the election process.
- **Vendor Fair**—Ms. Phillips reminded the Board of the upcoming Vendor Fair on November 23rd and encouraged anyone who could donate items or volunteer to help, access the link in the agenda or in the emails Ms. Myrah has sent.

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

- The library received \$ 10,629.01 from the Love Your Library Campaign. This was a 6% increase in funds raised in 2023.
- The Locust Avenue side parking lot is expected to be paved in November.
- The ACLA Communities Grant of \$ 3,050 was used to purchase the following items: 3 DVDs, 114 Adult and Juvenile Books, 6 Launchpads (preloaded content on devices), 10 VOX books (print books with audio), a Multilingual Banner, Poster and Bookmarks, and a Brochure and Bookmark Holders.
- The library in-service day gave staff much needed time to clean shelving and organize the adult fiction section of the library and to view a self-care webinar on increasing productivity while avoiding burnout. The team was also able to go to lunch together and support a local new business, Yianni's Diner.
- Ms. Myrah reminded the Board of the upcoming Vendor & Craft Fair if anyone can donate items or volunteer that day.

During the Director's update, a few general questions/comments were made by various Board members. Ms. Phillips remarked on the successful result of the Love Your Library campaign and how it demonstrates the patrons' commitment to the library. Ms. Craig asked a few questions about the in-service day and the importance of these types of programs. Ms. Phillips noted that the Board has approved another in-service day for the staff in 2025. Several positive comments were made regarding the roof replacement and the vendor that performed the work. Ms. Randazzo commented on the success of last year's Vendor & Craft Fair and thanked Ms. Myrah, the staff and the Friends for all the hard work they do to prepare for this event.

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

- The Halloween event was a huge success with approximately 200 children and 130 adults in attendance. This was the best attendance since its inception.
- The purchases have been completed for the grant to expand the library's global languages area. This should benefit the growing diverse community and the Board's goals for the library to remain patron-centered and to provide equal and inclusive access for all.
- The following activities are scheduled: A Literary Tea Party on November 19th, a Welcome Winter Party on December 21st and a Noon Years Eve Party on December 30th.

During a review of the report, Ms. Phillips asked about activity on Election Day and after school. Ms. Myrah stated she was happy the library remained open that day and some patrons took the opportunity while voting to get an updated library card, perused books, etc.

2025 Library Budget Discussion: The Board spent a considerable portion of the meeting reviewing and discussing the budget. Ms. Myrah highlighted several changes that will occur regarding the audit fees, computer fees, server costs, staff security checks, etc. She also stated that it is very beneficial that \$ 35,000 to \$ 40,000 in fees are covered by the EI Network. In conjunction with a review of the earlier special finance report prepared by Ms. Myrah, the Board agreed that the millage allocation at .3019 is significantly lower than what was received in 2020 while costs have increased. Ms. Shartle indicated that some real estate reassessment requests will likely impact future revenue for the Borough, but that new businesses opening in Castle Shannon are a positive sign. She also mentioned that MRTSA has not received adequate reimbursement from insurers and that may have an impact on the budget in 2025. Ms. Craig said that most EMS providers are experiencing this same lack of adequate reimbursement from insurers. Ms. Shartle indicated she could not provide insight into the Borough's budget process as she is not on the Budget Committee. In the past, when Ms. Randazzo was the library liaison with the Borough, she shared with us she would have discussions with other Borough leadership members regarding millage allocations. Ms. Shartle indicated she was unaware that this would be an expectation of her in this role. The Board agreed that it would be beneficial to have these types of conversations so that the library remains recognized as a vital neighborhood resource and has a voice in the millage allocation discussions. A future discussion will be needed as to who will assume this responsibility with the Borough. Ms. Phillips encouraged anyone who could attend the next Borough meeting where the preliminary budget will be presented to do so. So that the proposed budget can be provided to the Borough, Ms. Phillips called for a motion. Ms. Craig motioned to approve. Ms. Fabry seconded; all in favor, motion carried.

Continued Business:

Report of the President/or Trustees. Ms. Phillips has finalized the annual Board of Trustees report and it will be issued electronically to the Board and to the Borough. Paper copies will be available in the library. Ms. Craig and Ms. Randazzo thanked Ms. Phillips for creating this document highlighting the important changes that have been made and the value of the library to the community. A total of 412 programs were conducted in 2024.

Fire Department Donation: Ms. Myrah requested approval for a \$ 25 donation to the fire department. Ms. Phillips motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Articles of Interest: None

Correspondence: None

Policy Issues: None

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:

Castle Shannon Park Rentals for 2025. Rental applications will start being accepted November 6th in person at the Municipal Center.

Medical Rescue Team South Authority (MRTSA). This is the local EMS provider that also provides education on various topics such as CPR, First Aid, Stop the Bleed, etc. The 2025 Ambulance Membership drive is underway.

Upcoming Borough Events: Saturday, December 7th Winter Wonderland & Gingerbread House, Sunday, December 8th Light Up Night, Friday, December 13th Borough Holiday Party, November 11th Budget presentation at the Borough Council meeting. The Borough's proposed budget will be displayed for public view for 14 to 30 days.

Public Comment(s), Session # 2:

Ms. Phillips opened the second public comment period.

Kathy Pattak, Vice President of the Friends, asked if the question regarding listing donations in the budget was resolved. Ms. Phillips advised that she and Ms. Randazzo met with the Borough Manager on October 23 and confirmed that fundraising monies will not impact the budget and millage allocation. The Borough Manager stated that fundraising donations should not be used for library operations and the Friends should continue to do the same process they've always used. The Board and the Friends group will not be penalized for their successful fundraising efforts.

Ms. Pattak mentioned the recent donation the library received from the McGervey family in memory of a loved one's passing. The donation was used to buy furniture for a redesigned space in the library. It was explained that the family specifically requested the funds be used in this manner.

Ms. Pattak then asked if the "wish list" discussed at the last meeting should be developed, and if so, would the Friends be held accountable if sufficient donations weren't received. Ms. Shartle advised that a budget is a forecast or a goal for fund-raising. This is not a promise for the full amount by the Friends.

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

In closing, Ms. Phillips stated that it would be important to clarify the role and responsibilities of the liaison with the Borough. This topic will be discussed in the future.

Adjournment: 8:47 p.m. Ms. Randazzo motioned to adjourn; Ms. Heckmann seconded; all in favor, motion carried.

Respectfully submitted,
Mary Craig, Board Secretary

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
December 5, 2024**

Mission Statement

To be a vibrant community hub where all people gather to connect, engage, discover, learn and play.

Vision Statement

To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments*
5. Approval of November, 2024 Board Meeting Minutes
6. Approval of November, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Expiring seats for two board members: Jenn Shushnar and Diane Fabry
 - Follow-up 2024 Vendor Fair
 - CS Borough (Library) Proposed Budget Packet for 12/9**
 - Review Library website <https://castleshannonlibrary.org/>
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
14. Articles of Interest
 - Castle Shannon Newsletter for 2024/2025 community information*
15. Announcements
16. Public Comments*
17. Adjournment

*Per Board of Trustees By-Laws (2024), individuals who would like to speak publicly must announce first and last name before speaking, respect a three minute commenting protocol and recognize the overall total time of a thirty minute window for public comments. When public commenting closes after the final speaker, the Board will not engage in further discussion with the audience allowing for ample time to conduct Library business.

*<https://borough.castle-shannon.pa.us/wp-content/uploads/2024/12/December-2024-2.pdf>

**<https://borough.castle-shannon.pa.us/wp-content/uploads/2024/11/2025-Proposed-Budget-Packet.pdf>

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
December 5, 2024

Opening: The meeting opened with a prayer and The Pledge of Allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Diane Fabry, Laura Heckmann.

Excused: Jennifer Shushnar, Mary Craig, and Lisa Shartle.

Public Comment(s) Session # 1:

Kathy Pattak, Vice President of the Friends Group, provided an update of the Friends fundraising and community outreach activities. Her update included that the Friends purchased eight new tables needed for fundraising events, most recently, the Vendor and Craft Fair on Saturday, November 23rd. The Craft Fair netted three new Friends members. Kiley Coulter was named the new Friends Membership Chairperson. Also, the Friends have a new Facebook Page. The Friends Group will staff a table at the upcoming Willow Wonderland Event in Castle Shannon.

There being no other person requesting to speak, Ms. Phillips closed the public comment Session # 1.

Meeting Minutes: The minutes of the November 2024 Board of Trustees meeting were presented. Ms. Fabry motioned to approve the November 7, 2024 meeting minutes as presented. Ms. Heckmann seconded; all in favor, motion carried.

Library Financial Expenditure Report: The Board reviewed the November 2024 Financial Report. Ms. Phillips asked Ms. Myrah for clarification on the \$3,000 Grant Materials Expenditure line item. Heather noted that all library grant materials get shown in one number on the PA State Library Report. Further, Heather mentioned that the 2024 amount for Adult Books (number purchased in 2024 842) went over budget, the amount for dvd's (number purchased In 2024 139) was under budget, and our library budget collection expenditure may fall slightly under the twelve percent threshold, i.e., the local library shall not spend less than 12% of its operating budget on collections annually...(Pennsylvania Statutes Title 24 Pa.C.S.A. Education 9335.) Castle Shannon Borough took a hit from the Mt. Lebanon Shops real estate property reassessment which impacted our library budget numbers. With no further questions concerning the Financial Report, Ms. Heckmann motioned to approve it. Ms. Fabry seconded; all in favor, motion carried.

Library Director's Report: Ms. Myrah displayed three canvas, "Enjoy the Day," bags on loan from Ms. Paula Kelly, the Whitehall Borough Library Director. These canvas bags resulted from the ACLA Communities Grant and Whitehall asked a few South Region libraries if they would like to provide the bags to their patrons. Those libraries are: Baldwin, Brentwood, Castle Shannon and Pleasant Hills. While each bag contains the same kinds of things they are not the same. Each bag is unique and may contain puzzles, seeds, and fun activity filled materials intended to occupy senior citizens time. Some materials the user may keep while others need to be returned to the library. One does not need a library card to borrow one of these bags. Ms. Myrah provided a summary of highlights from November, as well as noteworthy information. A few highlights included:

- Ms. Myrah informed us that the library side parking lot did not get paved as expected or previously reported. Mr. Foote will be setting up a meeting with the Borough Engineers where he may be provided an update on the status of this project.
- Ms. Myrah reported that the Library currently has eight people registered to participate in the Willow Wonderland Gingerbread House Decorating Contest. Upon completion contestants will display their gingerbread house creations in the library in order to compete for a prize. In the spirit of the activity, a few library staff members worked together to create an entry for this contest incorporating the, "Yellow Book Road," theme. Also, the Friends of the Library library staff will have a table along with an activity at the Willow Wonderland Event. Library staff will have a table at the Castle Shannon Lite Up Night on Sunday, December 8th. They will pass out bookmark kits and books to the kids.

Library Director's Report (continued from Page 1)

- Ms. Myrah thanked all who worked at the recent Library Vendor and Craft Fair. Community turnout and vendor participation was good. The Fair is great exposure for the library and vendors receive free advertising for offering their hand crafted goods for sale.
- Ms. Myrah noted that the Borough Administration will include the Library Board of Trustees meeting dates in their once a year paid public notice in the Pittsburgh Post- Gazette Newspaper.

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz's report was reviewed by the Board. A few

highlights included:

- In **2024** the Library Staff offered and staffed **271** children's events/programs with **2584 youth** and **1105 adults** attending them, for a total of **3689 attendees!**
- The Library Staff's most attended program was the Halloween Parade with **200 children**.
- The Library "Game On" Event engaged **26 children** at one session.
- The Library Children's Area currently has available 2 Nintendo Switch consoles, 1 Xbox console, 1 Wii console, 2 Kindle devices used for Minecraft games, 15 Osmo Games (but need and looking for another Kindle that is compatible with these games) for gaming.

Current and Upcoming Business:

- Ms. Phillips informed us that Ms. Shushnar has resigned from her position as Library Board Trustee effective at the end of her term, i.e. December, 2024. Ms. Randazzo motioned to accept Ms. Shushnar's resignation with regret. Ms. Heckmann seconded; all in favor, motion carried.
- Ms. Phillips informed us that Ms. Fabry's term was also about to expire at the end of the month. Since Ms. Fabry was unable to commit to serving a full three year term, and after back and forth discussion, she decided to resign from her position as Library Board Trustee. Ms. Heckmann motioned to accept Ms. Fabry's resignation. Ms. Randazzo seconded with regret; all in favor, motion carried.
- Ms. Myrah reminded us that Council will be voting to approve the Borough's 2025 proposed budget at their upcoming monthly meeting. Ms. Randazzo added that the 2025 Library Fund Balance amount of \$4,000 is alarming and further discussion among Board of Trustees Members is critical. Ms. Phillips suggested that the Board of Trustees increase budget discussions with Borough Council in 2025. Ms. Myrah will advertise the two Library Board of Trustees vacancies on the library website and on the library Facebook Page. Ms. Myrah mentioned that Erin Anderson, our library staff part-time employee has resigned her position. The Board thanked and wished Ms. Anderson well in her new endeavor.

Public Comment(s) Session #2: No comments.

Adjournment: 8:50 p.m. Ms. Randazzo motioned to adjourn. Ms. Heckmann seconded; all in favor, motion carried.

Respectfully submitted,
Marian Randazzo
Vice-President