

**Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
January 9, 2025**

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 December, 2024 Board Meeting Minutes
6. Approval of December, 2024 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Election of officers (January reorganization meeting)**
 - Board Responsibilities and Conflict of Interest
 - Board Self-Evaluation
 - Updating Library Policies for 2025
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
14. Articles of Interest
 - Message from the Castle Shannon Borough Manager and Community Day 2025
<https://www.csboro.org/wp-content/uploads/2024/06/December-2024-Newsletter.pdf>
15. Announcements
 - Castle Shannon Borough Website has undergone recent changes to design, content, functionality and ease of navigation. <https://www.csboro.org/>
16. Public Comments*
17. Adjournment

*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, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

**Per Board of Trustees By-Law (2024), election of officers shall be the first order of new business at the January reorganization meeting. After sine die* adjournment, the Board shall elect a temporary chairman for the election of officers. The vote for temporary chairman shall be by voice. The term of each office shall be for three years and duties of the office shall be assumed immediately upon conclusion of election. *Sine Die (pronounced as 'sigh-neh dye') adjournment is adjourning a meeting that is the last in a series of meetings. This definition can be found in Robert's Rules of Order <https://robertsrules.com/>, a guide for conducting board meetings. The CLCS Board of Trustees references Robert's Rules of Order when needed.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
January 9, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:02 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Mary Craig, Lisa Shartle, Laura Heckmann, and Heather Myrah (Library Director). Note: There were 2 open Board member seats as of the end of 2024.

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

Public Comment(s) Session # 1:

Maureen Lackey, Secretary of the Friends, began by stating she was first commenting on her own behalf and not speaking on behalf of the Friends group. Ms. Lackey shared that she felt that the 3-minute time limit per person in the public comment period is insufficient to provide meaningful and comprehensive updates. Instead, she suggested there may be more value in having a report from the Friends group added to the meeting agenda. She also suggested the Board may want to assign someone to be a liaison with the Friends group to engage in ongoing conversations. Ms. Lackey stated she would appreciate the Board considering these options. Ms. Shartle shared that it may be helpful for the Friends group to prepare a presentation on what activities may be coming up and where there are opportunities for collaboration. That way time can be allocated on the agenda for more in-depth discussion. She stated that as a newer Board member, she has observed that some past interactions have been confrontational vs. collaborative. Ms. Phillips asked if the Friends had a proposed report template they would use. Ms. Lackey replied she had not yet spoken with others in the group but believed the Friends group would follow the Board's guidance if there was a certain type of template preferred. Ms. Phillips also shared that the 3-minute limit for external speakers during the public comment period is imposed so that the Board can accomplish the work it needs to do during each meeting. Ms. Craig reminded everyone that the Friends had invited the Board to their upcoming February 22 strategic planning meeting, which will be another opportunity to collaborate. She also stated that since the public comment periods were added to the Board meetings in 2024, the Friends group takes the opportunity to provide updates at that time. Ms. Myrah also mentioned she attends the Friends meetings and includes some of the updates in her report to the Board. Ms. Randazzo interjected that she has seen progress made between the current Board and the Friends and believes the relationship has improved but acknowledged more work can be done. Ms. Lackey reiterated her desire that communication be better and more purposeful between the Friends and the Board. All the Board members stated they appreciated her courage in speaking up, her commitment to the library and that they would consider her requests.

Ms. Lackey then proceeded to give an update on the Friends activities. Her update included the following: there will be a winter-themed raffle basket displayed in the library, Kylie Coulter has volunteered to be the new Membership Chair, the annual membership drive is underway, the group is hoping to acquire its small games chance license in 2025, the Friends Facebook page is now available, and they are starting to plan the "Christmas in July" event.

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

Meeting Minutes: The minutes of the **December 2024** Board of Trustees meeting were presented. Ms. Randazzo had taken the minutes on behalf of Ms. Craig who had a personal conflict and could not attend the December meeting. The Board reviewed and agreed with several proposed edits. Ms. Randazzo motioned to approve. Ms. Shartle seconded; all in favor, motion carried.

Library Finance Report: The Board moved on to a review of the **December 2024** Finance report. Ms. Myrah stated that mobile printing will now be a core service of EIN. Ms. Myrah also provided information that recently came to her attention that there had been a transposed number in the 2024 salary budget field. This error resulted in an approximate \$ 900 overpayment affecting one employee in 2024. The issue has been corrected with the borough and arrangements made with the employee to recover the overpayment over an extended period in 2025. The Board spent some time discussing the issue and asked if any measures could have been implemented to identify it earlier. Ms. Myrah advised this was the only time in her tenure with the library that she could recall this type of situation occurring. There being no further concerns with the financial reports, Ms. Craig motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

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

- The roof leak was repaired in mid-December and the Public Works Department replaced a few damaged ceiling tiles. Since that time, no further leaks have been noticed.
- There were 7 entries for the Willow Wonderland gingerbread house contest.
- The library received grant funding for the Chair Yoga program through March.
- Several people have expressed interest in the open part-time page/assistant position. Ms. Myrah has interviewed 2 potential candidates.
- The 2025 Friends Membership Form is now available, and the annual membership enrollment is underway.
- Announcement of a new diabetes prevention program that is sponsored by the Sight Center of Northwest PA. An informational session will be held on January 14th. The program will last for a year and will start with weekly meetings. After 3 months, the meetings will be held every two weeks and eventually move to once a month. The sponsor has indicated they may start a second session if some people can't attend during the day.

During the Director's update, a few general questions/comments were made by various Board members. Ms. Craig asked a few questions about the new diabetes prevention program and if the library's kitchen will be used during the program. Ms. Phillips commented on the value of the Chair Yoga program and the variety of activities that are being scheduled for patrons.

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

- The teens programs still have not received much participation. Plans are in the works to try to offer more engaging monthly events for teens and tweens.
- After-school programs continue to be well-attended. Plans are in the works to do special programming during this time.
- Family Game Night and Family Lego Night will be added to the calendar.
- The Youth Services Area on the main floor of the library will be revamped and refreshed in 2025.

During a review of the report, Ms. Myrah also stated that preliminary work has started for National Library Week, which will be held April 6th to 13th.

Current and Upcoming Business:

Election of Officers. Terms are still in place for the President, Vice-President and Secretary positions. No changes are currently needed.

Board Responsibilities and Conflict-of-Interest. The Board spent several minutes reviewing and discussing the Conflict-of-Interest Disclosure Statements on the form. Several minor changes were proposed and accepted by the members. The final version was signed by each of the current Board members. Ms. Myrah will post the document on the library's website.

Board Self-Evaluation. Ms. Phillips had issued a template for the Board members to review prior to the meeting and requested members come to the meeting prepared to discuss the tool. The Board spent considerable time discussing the categories and identified specific opportunities for improvement, including pursuing additional education on budgets, engagement with the community, recruiting for open Board positions, and improved feedback from key stakeholders. The Board agreed it would be beneficial to also align these items with the pillars of the Strategic Plan and identify specific activities and goals to measure progress. Ms. Myrah will also post this document on the library's website.

Updating Library Policies for 2025. Ms. Phillips stated it was important for a plan to be developed in conjunction with the Library Director. She asked Ms. Myrah to identify which policies she would recommend we start with and issue that information to the Board. Ms. Phillips asked the Board to commit to reviewing the information prior to the February meeting so that meaningful discussion could happen at the meeting.

Continued Business:

Board Vacancies. As of the January meeting, no letters of interest were received yet for the two vacant board positions. The information is posted on the library website, on the borough's Facebook page, and flyers are posted in the library. The Board discussed other recruitment ideas and requested Ms. Myrah email them the flyer to use as a tool when talking with prospective members. Several Board members discussed placing a notice on their Love Your Library yard signs to see if that would generate any interest from people passing by.

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

Ms. Phillips referenced the link on the agenda to the Castle Shannon Borough Manager's message and update regarding the 2025 Community Day plans.

There was also recognition of the re-vamped Castle Shannon Borough's website and discussion around the ease in accessing information with the new format.

Correspondence: Ms. Myrah shared that she had received two communications since the last meeting. One was an email from a parent who attended the Castle Shannon Christmas tree lighting. They thanked the library staff for manning a table at the event, giving out meaningful hand-outs to the children and all they do to promote the library and serve patrons. The second communication was a thank you to the staff for all they do for the community, donation of a box of games and puzzles, and a recurring monthly donation of approximately \$ 20. This person now lives on the West Coast but has a strong connection to the Castle Shannon library.

The Board thanked Ms. Myrah for sharing this information and acknowledged how the team members at the library work hard every day to make our library a special place for patrons and visitors to the area. Ms. Myrah indicated that she had already sent thank you notes to the two individuals.

Policy Issues: None

Public Comment(s), Session # 2:

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

Adjournment: 9:00 p.m. Ms. Randazzo 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
February 6, 2025

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 January, 2025 Board Meeting Minutes
6. Approval of January, 2025 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Introduction of new board members
 - Individual responsibility assignments (suggestions in lieu of committees)
 - Periodic website/webpage review and feedback
 - Seek/plan professional education or outreach meeting opportunities (local boards)
 - Attend Borough Council meetings 1x per month with suggestions for public commenting
 - Initiator/Coordinator for staff recognition/board community outreach (Fall, Spring, Summer, Winter)
 - Attending one library program per month (all Trustees)/sharing experiences at monthly board meetings
 - Connecting with local library boards (review provided information for five local libraries)
 - Collaborating with Friends of the Library meeting is Saturday, February 22nd @ 10:30 am
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
12. Policy Issues
13. Continued Business
 - Updating Library Policies for 2025
14. Articles of Interest
 - February is American Heart Month, a time to raise awareness about heart disease and how to prevent it. The month includes National Wear Red Day, and will be observed on Friday, February 7th.
<https://www.heart.org/en/american-heart-month>
15. Announcements
16. Public Comments*
17. Adjournment

*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, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
February 6, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:01 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Mary Craig, Lisa Shartle, Laura Heckmann, Brandon Priddy, Maureen Lackey and Heather Myrah (Library Director).

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, VP of the Friends Group, provided an overview of the funds used for purchases in 2024 and distributed an itemized list to the Board. The total spent was \$ 7,000. A few of the larger items purchased included: a television and accessories, chairs, donation envelopes, 8' tables, etc. The Board thanked Ms. Pattak for the update and the work the Friends does to benefit the library. Ms. Pattak also shared that Ms. Leah Frisoli has moved into the Friend's Secretary position since Ms. Lackey resigned that position to become a Board member.

Donelle Mayausky, Circulation Desk Supervisor, welcomed the 2 new Board members. She then mentioned the library's interest in having police members drop by the library for visibility and interaction. Ms. Randazzo asked if regular police walk-throughs were occurring. Ms. Myrah stated nothing regular was occurring. The Board spent a few minutes discussing this and concluded this would be a good idea. Ms. Myrah advised she will mention it at the next Borough meeting and suggest an activity like "pizza & coloring with the police". Ms. Shartle suggested they may want to consider a K-9 dog activity. Ms. Lackey asked about active shooter training and Ms. Myrah stated she has asked the Chief to hold this within the library in 2025. We did have the Castle Shannon Police come to the library a few years ago about ALICE training. We were hoping for hands-on training. They provided more of a summary of ALICE training. Mr. Priddy shared evacuation and disaster drills were performed by local police at another library he worked at. Ms. Myrah will let the Board know if she needs their involvement to get these things scheduled. Ms. Mayausky also announced that the Tiny Art Show will be held in early April. This year if some artists are willing to donate their art, the plan is to hold a silent auction with the proceeds benefiting the Summer Reading Program.

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

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

Library Finance Report: The Board moved on to a review of the **January 2025** Finance report. Ms. Myrah stated that the copier lease/maintenance lines are blank this month due to a new system. The charges will be back on future reports. There being no further concerns with the financial reports Ms. Heckmann motioned to approve. Ms. Lackey seconded; all in favor, motion carried.

Review of 2025 Board of Trustees List: Ms. Myrah requested each Board member review the information and advise her of any changes. Several changes were needed. Ms. Myrah will correct and re-issue the list to Board members.

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

- A request to close the library early on March 24th so staff can attend the Borough Council meeting to show support for National Library Week which will be held April 6th through 12th.
- A reminder that the 2025 Friends and Trustee Institute will be held on Saturday, March 15th. Session recordings will be available starting March 20th for those unable to attend in person.
- Ms. Myrah will send the online links to Board members to apply for volunteer clearances.
- The part-time library/page assistant has been hired and will start in February.
- The Friends Group is donating \$ 1,500 to cover the costs for a new kitchen sink sprayer, dishwasher and a hot/cold water cooler for the staff area.

During the Director's update, a few general questions/comments were made by various Board members. Ms. Craig asked a few questions about the clearance process and Ms. Phillips encouraged Board members to attend the March 24th Borough Council meeting if they were available to do so.

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

- The Youth Services Area on the main floor of the library is still being refreshed. Some wallpaper has been added to the back of bookcases and a new sign will be installed for the "Teen" space.
- There were 240 participants across 21 programs in January.
- Plans are underway to prepare for the Summer Reading program. The theme this year will be "Color Our World" and several art programs are being planned for the summer.

Current and Upcoming Business:

Introduction of new Board members. Ms. Phillips officially welcomed the two new Board members and shared that each of them brings new skills and talents to the Board. She asked each of them to say a few words about their backgrounds. Ms. Lackey stated she was recently a member of the Executive Board of the Friends Group and she believes it takes a village to support the library. She has 30+ years of experience as a speech language therapist and believes in the importance of listening. Next, Mr. Priddy shared that he is currently a Collections Librarian and has 14 years of experience working in several local libraries. He has a Master of Library and Information Science degree and believes that libraries serve a vital community role and belong to everyone.

Individual responsibility assignments. The Board spent several minutes reviewing and discussing the five areas Ms. Phillips outlined in the agenda. There was consensus that these items closely aligned with the Board's Strategic Plan and that with individual ownership, these items could be attained. Ms. Shartle agreed to periodically review the website/webpage and alert members to opportunities and provide feedback to improve it. Ms. Phillips agreed to seek professional education or outreach meeting opportunities. All members agreed to attend some of the Borough Council meetings. Ms. Craig will coordinate and issue the schedule once she hears from everyone regarding their availability. Ms. Craig agreed to handle staff recognition and Board community outreach. All members will try to attend more library programs and introduce themselves at the events.

Connecting with local library boards. The Board reviewed the hand-outs provided by Ms. Phillips about 5 local libraries and discussed various ways to connect with other Boards. The Board agreed it would be helpful to benchmark against others and Ms. Randazzo suggested possibly hosting an in-person networking event. This will be discussed in more detail at a future meeting. Ms. Myrah will inquire with ACLA as to if they are planning any face-to-face networking opportunity for Boards. Ms. Myrah will also issue a list of libraries to Ms. Phillips so that she can contact other Boards.

Collaborating with the Friends Group. Ms. Phillips reminded the Board that the Friends Group had invited the Board members to a strategic planning meeting on February 22nd at 10:30 a.m. All Board members who can attend, are encouraged to do so.

Continued Business:

Updating Library Policies for 2025. Ms. Phillips stated this initiative will be postponed for 1 to 2 months so that the two newer Board members have a chance to become acclimated to their roles & review related materials.

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

Ms. Phillips shared that February is American Heart Month and referenced the link on the agenda to the website. National Wear Red Day will be observed on February 7th.

Correspondence: None

Policy Issues: None

Updated COI Form: The 2 new Board members reviewed and signed the Conflict-of-Interest form. Ms. Myrah will post the updated form with all Board member signatures on the website.

Public Comment(s) Session # 2:

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

Adjournment: 8:57p.m. Ms. Randazzo 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
March 6, 2025

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 February, 2025 Board Meeting Minutes
6. Approval of February, 2025 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Borough Council Meeting on March 24th @7pm- Library Staff and Trustees will be there to show support for National Library Week—remember to wear “Love your Library” t-shirts.
 - National Library Week (NLW) is Sunday, April 6th to Saturday, April 12th. Castle Shannon Library main events:
 - **Tuesday, April 8th Tiny Art Show** 4th Annual Tiny Art Show-Tuesday, April 8th at 6:30PM—Pick Up Your Canvas Today! – Castle Shannon Library
 - **Tuesday, April 8th National Library Workers Day** – Staff recognition on behalf of Trustees being planned. Between now and March 30th – **ALA SUBMIT A LIBRARY STAR:** <https://www.surveymonkey.com/r/SubmitAStarforNLWD>
 - Trustees feedback of library programs attended in February/March
 - Board of Trustees April board meeting is Thursday, April 3rd (week before NLW)
 - Friends of the Library March book sale and April flea market details: Friends of the Castle Shannon Library Book sale: Thursday, March 13th 10:30 am – 7:00 pm | Friday, March 14th 10:30 am – 4 pm | Saturday, March 15th 10:30 am – 3:00 pm
 - Library state report is being submitted on March 10th. We will review it at the April meeting.
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
 - Library Friends and Trustee Institute is Saturday, March 15th. Virtual sessions will be recorded and available for Trustees the following week. Below are session topics. Consensus to consider viewing one relevant topic at the April board meeting.
 - **Educational opportunity** (virtual event) for Trustees on **Wednesday, March 19th, 6-7pm**
 - ***All About the Money: Financials for Trustees - an in-depth look at the trustee roles and responsibilities associated with the money libraries take in, manage and spend.*** Offered by the Four County Library System in South Central New York. For individual interest and registration <https://register.gotowebinar.com/register/5610825873436905819>
12. Policy Issues
13. Continued Business
 - Updating Library Policies for 2025
 - Connecting with local library boards (Heather provided list of comparable ACLA size, region libraries)
14. Articles of Interest
 - Donelle is featured in the Post-Gazette about the Library's Cook the Book Program! Cookbook clubs are a tasty way to try new recipes — and make new friends | Pittsburgh Post-Gazette
 - March is Women's History Month Women Subjects on U.S. Postage Stamps
15. Announcements
16. Public Comments*
17. Adjournment

*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, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

Library Friends and Trustees Institute on Saturday, March 15, 2025 Co-sponsored by *Pennsylvania Citizens for Better Libraries (PCBL)* and the *Pennsylvania Library Association (PaLA)*. All sessions will be recorded and available for extended viewing through June 15! Topics include:

- Your Library Subject to the Right-to-Know Law & Sunshine Act
- New PA Department of State Reporting Requirements
- Library Statute & Regulations
- Easy Advocacy for Your Library
- How to Tell Your Library Story
- Keystone Grants for Facilities Program
- How to Position Your Library as a Charity of Choice
- Protecting Funds from Fraud

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
March 6, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:02 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Mary Craig, Laura Heckmann, Brandon Priddy, and Heather Myrah (Library Director). Excused: Marian Randazzo, Maureen Lackey and Lisa Shartle.

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

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

Public Comment(s) Session # 1:

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

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

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

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

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

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

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

Page Two

Library Director's Report Cont'd

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

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

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

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

Current and Upcoming Business:

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

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

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

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

Current and Upcoming Business Cont'd

Page 3

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

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

Report of the President/or Trustees

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

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

Continued Business:

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

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

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

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

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

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

Policy Issues: None

Public Comment(s) Session # 2:

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

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

Respectfully submitted,

Mary Craig, Board Secretary

Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
April 3, 2025

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 March, 2025 Board Meeting Minutes
6. Approval of March, 2025 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - National Library Week (NLW) is Sunday, April 6th to Saturday, April 12th. Castle Shannon Library main events:
 - **Tuesday, April 8th Tiny Art Show**
 - **Tuesday, April 8th National Library Workers Day** – Staff recognition during the week on behalf of Trustees
 - Trustees feedback of library programs/events attended in March (3/24 Council Meeting)
 - Library Friends and Trustee Institute occurred on Saturday, March 15th. Tonight (4/3) we are viewing a portion of one topic recording: "Building and Sustaining Successful Libraries" (about 45 minutes–start at 8pm)
[Link to view recording "Building & Sustaining Successful Libraries"](#)
[Link to view PowerPoint slides of "Building and Sustaining Successful Libraries"](#)
[Link to Reference Manual: Getting on Board Tools for Board Development and Assessment](#)
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
 - Updating Library Policies for 2025
 - Connecting with local library boards
 - State Report
12. Articles of Interest
13. Announcements
14. Public Comments*
15. Adjournment

*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, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
April 3, 2025**

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, Laura Heckmann, Maureen Lackey, and Heather Myrah (Library Director). Excused: Brandon Priddy and Lisa Shartle.

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 and Chair of the Flea Market, stated that the Flea Market is planned for Saturday, April 12th with set-up on Friday. She welcomed help from anyone who may be able to attend either day. She acknowledged that Ms. Craig and Ms. Lackey had already volunteered.

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

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

Library Finance Report: The Board moved on to a review of the **March 2025** Finance report. Ms. Phillips asked Ms. Myrah for her thoughts on areas that may be able to be cut or reduced. Ms. Myrah explained how she researches the best pricing opportunities, and she also has to manage the adult book purchases to meet ACLA's 12% goal for the annual report. Ms. Myrah indicated there is very little wiggle room left to make any cuts. The Board also spent time discussing the increase in patron donations for the crafts to offset expenses, the low hourly rate for part-time employees and the impact the lower millage allocation has had over the past few years. There being no further concerns with the financial reports Ms. Randazzo motioned to approve. Ms. Lackey seconded; all in favor, motion carried.

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

- A new part-time library page (Mindy Sherry) will start in early April and will be working several Saturdays a month.
- The Friends Used Book Sale was a big success, with more than \$ 3,200 raised. Ms. Donnell chairs this event and has made a positive impact with signage, special Castle Shannon Library book bags, table organization, etc.
- The Allegheny County Library Association (ACLA) clarified that the 2026 RAD Formula will no longer include a requirement for Sunday hours and that the RAD Board believes each library knows best how to schedule hours of operation and staffing to meet most patrons' needs.
- The Tiny Art Show will be held on April 8th. Ms. Myrah thanked everyone for their donations to offset expenses to host this event. A few more items are still needed if anyone can provide the fruit tray or cookies.
- Staff from Representative Dan Miller's office were in the library on March 17th to assist patrons with Property Tax/Rent Rebate forms. Six people took advantage of this service.
- The funding for Chair Yoga has ended, but the instructor is donating her time to continue holding the class twice a month. Any monetary contributions are appreciated.

During the Director's report, several questions were asked regarding the upcoming April and May fundraisers, ideas for using the book sale proceeds, and relief expressed that the RAD Board was in support of libraries controlling their own hours of operation.

Children and Youth Services Coordinator's Report: The Board moved on to a review of Ms. Morgan-Opitz's report. A few highlights included:

- Progress continues with the preparation for the Summer Reading program. More details will be available at the May meeting.

- There were 446 patrons who participated in the 31 youth programs offered in March. This included 330 children and 116 adults.
- Shelves were installed in the programming room to hold gaming switches. This allows for easier set up and clean up.
- Several children have written notes regarding National Library Week and how they enjoy the library.

Current and Upcoming Business:

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

Trustee's Feedback on Library Programs/Events Attended. A majority of the Board members attended the March 24th Borough Council meeting. The Board appreciated the mayor's proclamation for Library Appreciation Week. All members of the Council were thanked for their ongoing support of the library and given an invitation to attend the Tiny Art Show on April 8th.

Library Friends and Trustee Institute. This year, the annual educational sessions were held on the same day as the Friends Book Sale. So instead of viewing the sessions live, the Board will periodically watch recorded videos of the sessions of interest. One such course, "Building and Sustaining Libraries", will be viewed at the conclusion of tonight's meeting.

Upcoming Events. The library will host the Tiny Art Show on April 8th. There are over 150 submissions and approximately 75 have agreed to donate their art to the silent auction. Proceeds will benefit the Children's and Youth Summer programming. The Friends Flea Market will be held at the lower level of the library on April 12th. Volunteers are still needed to help with set-up, the activities during the day and clean-up.

Report of the President/or Trustees:

Updating Library Policies for 2025. Ms. Phillips stated this initiative will begin next month.

Connecting with Local Library Boards. Ms. Phillips has postponed her work on this for the immediate future as Amy Anderson from ACLA plans to hold meetings among multiple libraries later this year that should lead to information sharing and best practices.

State Report. The report will be reviewed at a future meeting.

Articles of Interest and Announcements: None

Correspondence Suggestion Box: Ms. Myrah shared several notes from children who use the library and wanted to express their excitement for National Library Week and how they benefit from the programs, games, books, etc. It was clear they love coming to the library and that they enjoy their interactions with the staff. There was also a thank you note from Ms. Morgan-Opitz to the Board.

Policy Issues: None

Public Comment(s) Session # 2:

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

Trustees Professional Development/Education Session: As part of the Board of Trustees ongoing Professional Development, Ms. Myrah and Board members watched a recorded session from the Pennsylvania Library Association 2025 Friends and Trustee Institute on "Building and Sustaining Successful Libraries". The session was approximately 45 minutes long and was presented by Susan Banks, Deputy Secretary and State Librarian and Heather Sharpe, Director of Library Development. The presentation covered the following topics: Office of Commonwealth Libraries (OCL) responsibilities, library structure overview, Library Law and State Aid, Board Member responsibilities and role as an advocate for libraries, coordination with the Friends group, dos and don'ts for Board Members and Friends Members, areas to focus on, etc.

Adjournment: 9:10 p.m. Ms. Lackey motioned to adjourn; Ms. Randazzo seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary

Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
May 1, 2025

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, 2025 Board Meeting Minutes
6. Approval of April, 2025 Financial Expenditures Report
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Summer hours of operation on Saturday
 - The State allows public libraries to reduce weekend hours by 4 hours for a 10-week period. If implemented, the hours of operation on Saturdays would be 10am-2pm for ten weeks potentially beginning June 21st through Labor Day (August 30th).
 - Recognizing Public Works Department in May and planning a Summer event for Trustees and Library Staff to connect
 - Adding Castle Shannon Library's Profile to Candid—a database of information that is used to research nonprofit organizations and promote transparency
 - More information: [Candid Nonprofit Profile for Transparency](#)
 - Example of local Library using Candid <https://baldwinborolibrary.org/>
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
 - Updating Library Policies for 2025
 - Connecting with local library boards (5/1 update D. Phillips)
 - State Report
12. Articles of Interest
 - ***RAD Summer Staycation*** <https://www.radworkshere.org/pages/rad-summer-staycation>
Now through August 31, some of Pittsburgh's favorite attractions are offering tens of thousands of free admissions. All you need is an Allegheny County library card and a RAD Pass reservation <https://radpass.org/> <https://radpass.org/participating-organizations/>
13. Announcements
14. Public Comments*
15. Adjournment

*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, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
May 1, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:01 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Mary Craig, Laura Heckmann, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). **Excused:** Lisa Shartle.

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

Public Comment(s) Session # 1:

Ms. Randazzo welcomed Michael Foote, Castle Shannon Borough Manager. Mr. Foote provided a brief overview of the Hamilton Park improvements, the planning grant from the State and the establishment of a steering committee for the development of the Vitte site, stated there is increased foot traffic and business growth on the Willow Corridor, the planned replacement of the holiday banners in the business district and some highlights for this year's community day scheduled for May 31st.

Kathy Pattak, Vice President of the Friends and Chair of the Flea Market, stated that the Flea Market raised almost \$ 1,400, the membership drive is underway according to the Friends By-Laws, and a "Friendsapalooza" event is planned to collaborate and learn from other local Friends groups. She also mentioned that due to the inclement weather on April 29th, the planning meeting for the "Christmas in July" event will be rescheduled.

Ms. Phillips presented Ms. Pattak with a thank you note and small keepsake from the Board to the Friends Group in appreciation for their continued support for the library.

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

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

Library Finance Report: The Board was unable to review the **April 2025** Financial Reports at this time due to the early timing of this month's meeting, the retirement of the person who previously prepared the reports, and to give the new person time to prepare and review the reports prior to issuing them. Ms. Myrah will email the reports to the Boards once she receives them. The Board agreed to review and then vote on the April reports at the next meeting.

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

- Recruitment of a new library part-time weekend Desk Supervisor is underway.
- Library staff will work 2 shifts during the May 31st Community Day and Ms. Myrah encouraged Board members to stop by.
- The library served as a place of refuge during the storm on April 29th. Staff gathered children who were in the library and moved them downstairs for their safety until the storm passed.
- The library briefly lost power and phone service during the storm aftermath, but was able to remain open, service patrons and allow them to charge their devices throughout the week.
- Allegheny County Library Association (ACLA) updates:
 - The grant report is due by Friday, May 16th and is tied to the funding received to expand the Global Language Collection.
 - Baby Bags—each bag will contain items and resources for parents. Ms. Morgan-Opitz is working on the application and hopes for a grant in the amount of \$ 2,000 to \$ 3,000.
 - The invoice for the library's share of eResources was received and amounts to just over \$ 6,000.
 - The 2025 Experience kits will launch on June 1st.

The Board commended Ms. Myrah and the library staff for their response during the storm and providing a haven for many in the community during the aftermath of the unprecedented storm.

Children and Youth Services Coordinator's Report: The Board moved on to a review of Ms. Morgan-Opitz's report. A few highlights included:

- Progress continues with the preparation for the Summer Reading program and development of marketing posts and whimsical decorations.
- Prizes are being researched with plans to offer smaller prizes that allow more children to win.
- There will be several Family Game Nights, monthly Lego Club activities, a Messy Art Day, and a visit by an Allegheny County Park Ranger to learn about animal coloration and camouflage.
- 150 books have been purchased for give-a-ways this summer. Much of the proceeds to purchase these books came from the library's "Dine to Donate" events.
- There were 509 patrons who participated in the 26 youth programs offered in April. This included 339 children and 170 adults.

Current and Upcoming Business:

Summer Hours of Operation on Saturdays. The Board spent several minutes reviewing and discussing the current hours of operation and the state's provision permitting public libraries to reduce hours on the weekend during the summer months. The Board considered its impact on staff, patrons, and whether other libraries have done this. After discussing the pros and cons, the Board agreed to reduce the Saturday hours this summer. Patrons can still access resources online and provide feedback to consider for next year's summer hours of operation. Ms. Myrah will review the change with staff so they will be able to explain why the hours were reduced this summer.

Public Works Recognition. In honor of Public Works Recognition Week in May, the Board asked Ms. Myrah to give the Public Works staff a thank you card from the Board in appreciation for the services provided to the library and to invite them to stop by the library for some Sarris candy treats.

Staff Recognition. The Board will host an ice-cream social event for the staff following their staff meeting on June 4th. All Board members who can attend are encouraged to do so.

Adding the library's profile to Candid. Ms. Phillips explained that Candid is a database that is used to research nonprofit organizations and promote transparency. She and Ms. Myrah accessed the online site using the large screen in the community room and showed the Board the type of information that is available and how easy it is to navigate. Ms. Phillips volunteered to write the initial information and share it with Ms. Myrah prior to posting it on the site.

Report of the President.

Ms. Phillips provided an update regarding several options for connecting with local boards. The Board discussed the possibility of holding an open house or networking event at the library. Ms. Craig inquired as to whether Amy Anderson of ACLA had provided any update yet regarding the potential for a conference where local boards could get together to benchmark and share ideas. Ms. Myrah will follow up with Ms. Anderson and advise the Board.

The Board discussed several options for engaging with the community and holding a fund-raising event. Ms. Phillips asked the members to think about options and email her a list of ideas, potential vendors, tasks, themes, challenges, locations, food, alcohol, etc. Ms. Phillips will consolidate the responses and share with the Board as this initiative moves forward.

The library policies and review of the state report will be covered at a future meeting.

Articles of Interest and Announcements: Ms. Phillips referenced the RAD Summer Staycation program where some of Pittsburgh's favorite attractions offer free admissions. She included links in the agenda to the "RAD works here" web page and to the RAD Pass reservation page.

Correspondence Suggestion Box: None

Public Comment(s) Session # 2:

Ms. Phillips opened the second public comment period. Mr. Foote noted that the Chamber of Commerce is considering a vendor event and may be willing to collaborate with the Board on a fundraising initiative. He will email the contact person's information and dates/options to Ms. Randazzo and Ms. Phillips to get the discussion started. There being no other person requesting to speak, the second public comment period was closed.

Adjournment: 9:15 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
June 5, 2025**

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, 2025 Board Meeting Minutes
6. Approval of May, 2025 Financial Expenditures
7. Financial Expenditures Report
8. Report from Library Director
9. Report from Children and Youth Services
10. Current and Upcoming Business:
 - Renewing/Voting on Trustee Term
 - State Report
 - Strategic Plan Assessment #3
 - Approve Library expenditures for July/August
 - Trustees Annual Timeline
 - Updating Library Policies for 2025 - begin with work notes
11. Correspondence Suggestion Box
12. Report of the President/or Trustees
 - Adding a line item to the 2026 Library Budget for Board Expenses
 - Fundraising collaboration with development group
 - Castle Shannon Borough Council Meetings**
13. Articles of Interest Top 10 Modern Uses for Libraries in 2025
14. Announcements
15. Public Comments*
16. Adjournment

*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, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

**Castle Shannon Borough Council Meetings (Summer)

June 9th and June 23rd @7pm

July 14th and July 28th @7pm

August 11th and August 25th @7pm

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
June 5, 2025

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:01 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Mary Craig, Laura Heckmann, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). Note: The Borough has not yet appointed a new council member to take Ms. Shartle's position on the Board of Trustees.

Guest Presenter: Ms. Amber Morgan-Opitz.

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, announced that the Christmas in July event has been scheduled for July 26th. This is a new event and there is a lot of excitement around it. Ms. Pattak next shared that the Mt. Lebanon Library posted a notice on their website supporting a book sanctuary movement and inquired if Castle Shannon was considering this as well.

Ms. Myrah replied that ACLA (Allegheny County Library Association) is considering this for all libraries and more discussion and guidance will be forthcoming. Mr. Priddy provided some insight as to the intent of the movement and feedback he heard from staff at the Mt. Lebanon Library. Ms. Phillips said that if Ms. Myrah wants to move forward with this, she could bring a resolution to the Board for consideration. In the meantime, Ms. Myrah agreed to send preliminary information to the Board for review.

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

Meeting Minutes: The minutes of the **May 2025** Board of Trustees meeting were presented. Ms. Myrah requested a minor change to the spelling of the "Friendsapalooza" event in the public comment section. Ms. Randazzo motioned to approve contingent that the edit is made. Ms. Heckmann seconded; all in favor, motion carried.

Library Finance Reports: The Board reviewed the **April & May 2025** Financial Reports. Ms. Phillips asked for clarification of a charge on the furniture and equipment line item. Ms. Myrah stated that the expense was for plumbing for the new dishwasher. There being no other questions on the financial reports, Ms. Phillips requested separate approvals for each month's reports. April reports, Ms. Craig motioned to approve. Ms. Lackey seconded; all in favor, motion carried. May reports, Ms. Lackey motioned to approve. Ms. Heckmann seconded; all in favor, motion carried.

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

- A good candidate for the weekend part-time Desk Supervisor will be interviewed by Mr. Foote and then the name will be submitted to the Borough Council for final approval. These added steps will likely delay the new hire's start date a month or so.
- The Board approved Ms. Myrah's request to sponsor a hole in the 6th annual CSYA Golf Outing on October 4th.
- The website upgrade will occur in late summer or early fall.
- The handicap spot in the side parking lot may need additional paving to bring it flush with the sidewalk.
- Mr. Foote is scheduling CPR & AED training for Public Works and the library staff.
- Allegheny County Library Association (ACLA) updates:
 - The ACLA grant report was submitted on Friday, May 16th and is tied to the funding received to expand the Global Language Collection.
 - Baby Bags—each bag will contain items and resources for parents. Ms. Morgan-Opitz submitted the application and hopes for a grant in the amount of \$ 2,000 to \$ 3,000.
 - More guidance and discussion will be coming from ACLA regarding the book sanctuary movement.
 - Ms. Myrah is preparing a memo explaining why the library did not meet the 12% Collection Expenditures goal in 2024. The library reported 9.92%. Ms. Myrah shared that the percentage was impacted by the roof replacement, utility expenses paid by the borough, and building maintenance as these expenses are now included in the Annual State Report. She also shared that 18 libraries did not meet the 12% goal.

The Board spent considerable time discussing public safety and borough plans if basic services like power, water, or internet service were interrupted and safety checks to replace pads for the AED machine or to ensure Narcan supplies are available.

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

- The kick-off summer reading party is scheduled for June 6 and will be moved inside due to the weather forecast.
- Two local businesses, Nick's Pizza and Anthos, have donated food and treats for the kick-off party.
- Ms. Morgan-Opitz hopes to increase the participation rate over last year's total of 182 across all youth categories.
- There are a variety of prizes for various stages of participation, including Dr. Seuss bags for anyone reading 1000 books.
- There were 106 patrons who participated in the 15 youth programs offered in May. This included 68 children and 38 adults.
- There are new and fun decorations displayed in the library. Staff and children used empty paint cans donated by Sherwin Williams and added brightly colored scarves to mimic paint spilling from the paint cans.

Current and Upcoming Business:

Renewing/Voting on a Trustee's Term. Ms. Heckmann's term will end in July, and she will be unable to continue as a Board member at this time due to other personal commitments. The Board expressed appreciation for her service and a motion was made to accept her resignation with regret. Ms. Craig motioned to accept. Ms. Lackey seconded; all in favor, motion carried.

State Report. The year ending 2024 report was filed on time. The Board received a copy of the report for review.

Strategic Plan Assessment # 3. The Board continues to make progress in meeting its Strategic Plan goals, especially around pillar # 5, Board Transparency and Engagement. Each Board member has committed to attending at least one Borough Council meeting each quarter.

Approval of Library Expenditures for July & August. The Board approved following the same process it had used last year during the summer hiatus. Ms. Myrah will email the reports to the Board for review and to address any questions or concerns.

Trustees Annual Timeline. Ms. Phillips has created a timeline to aid the Board in performing its duties and identifying key milestones and activities by each month of the year. She requested feedback from the Board on additional items that may need to be added.

Updating Library Policies. Ms. Phillips shared a document she created regarding some potential changes to existing policies. The Board discussed implementing several new policies and the potential to combine several others. Ms. Myrah stated she will resend a checklist from ACLA showing recommended policies among 4 or 5 different categories of policies.

Correspondence Suggestion Box: None

Report of the President.

Ms. Phillips advised that she had discussions with Mr. Foote regarding adding a line item to the 2026 Library Budget for Board expenses. Currently, the Board pays expenses from individual Board members' personal donations. Mr. Foote expressed a willingness to consider Ms. Phillips' request. The Board spent a few minutes discussing the amount to recommend for the year. Ms. Phillips will follow up with Mr. Foote.

Ms. Phillips shared that the fundraising collaboration meeting with the development group had to be rescheduled, and she did not yet have the meeting details.

Ms. Phillips reminded the Board members of the upcoming Borough Council meetings over the summer and thanked members for agreeing to attend those they could.

Articles of Interest and Announcements: Ms. Phillips included a link in the agenda to the "Top 10 Modern Uses for Libraries in 2025".

Public Comment(s) Session # 2:

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

Adjournment: 9:14 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
September 4, 2025

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. Review and approval of June, 2025 Board Meeting Minutes
6. Review and approval of Financial Expenditures Reports for Summer's Expenditures
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Renewing/Voting on Trustee Term - Mary Craig's term ends in October
 - Library Policy Updates - developing a work strategy moving forward with Library Director oversight for priority policy updates, removal of outdated policy and new policy development.
 - Board of Trustees vacant seat – outreach via Borough and Library
 - Library Financial Management Courses for Board of Trustees* (Trustees budget)
 - Approval of 2026 Library closures and dates for board meetings
10. Correspondence Suggestion Box
11. Report of the President/or Trustees
 - Fundraising ideas ongoing – collaboration with Chimera Brewing, emailed with interest and follow-up response from Jillian Satterfield, Event Coordinator and contact if ongoing interest/inquiries
 - Castle Shannon Borough Council Meetings for Fall/Winter 2025 (Mary Craig, Coordinator)
 - Shannon Crawford Barniskis and the Trustees Project [Grant Funding for Trustee Project and Shannon Crawford Barniskis](#) [Contact information for Presentation at October Board Meeting](#) --waiting for response (Brandon Priddy ALA conference)
12. Articles of Interest: [Trustee Project Very Early Findings](#)
13. Announcements
14. Public Comments**
15. Adjournment

*As part of the Library's Strategic Plan, the Board of Trustees seeks opportunities to engage in training for trustee members. As part of this goal, the Trustees are considering courses with the University of Georgia's Carl Vinson Institute of Government Financial Management Programs. <https://cviog.uga.edu/training/financial-management/index.html>
Potential applicable courses: Purchasing for Libraries, Budgeting for Libraries, Internal Control for Libraries (understanding operations)

**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, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
September 4, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:02 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Mary Craig, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). Note: There are two Board vacancies. One is due to Ms. Heckmann's term ending in July, and the second vacancy will be filled once the Borough appoints a new council member to the Board of Trustees.

Guest Presenter: Ms. Amber Morgan-Opitz.

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, announced that the Christmas in July event included games, activities, photos with Santa, 5 vendor booths and a flea market. Over \$ 200 was raised. This was the first year holding this event, and a debriefing will be held on September 22nd to identify what worked well and how to better market the event in the future. Ms. Pattak also mentioned the Friends Book Sale will be held this Thursday through Saturday and that tickets for multiple baskets will be available for purchase.

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

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

Library Finance Reports: The Board reviewed the **August, 2025** Financial Reports. Ms. Phillips asked if there were any unusual expenses. Ms. Myrah advised that there were several attempts to repair the air conditioner and the thermostat. Ms. Myrah also shared that there are plans to update the security cameras in the future, the real estate income tax revenue is lower than expected to be this year and the state budget is also not yet finalized. There being no other questions on the financial reports, Ms. Craig motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

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

- Recognition of Ms. Mayausky's work on the Crafternoon and Crafterdark activities. These have been well-attended and a big success with patrons. Recently, they had to close enrollment as the class was full.
- The donations raised by the Young Librarians went towards the purchase of a bigger outdoor storage unit for the Food Pantry.
- The "Love Your Library" campaign is in its 10th year. The library has set an aggressive goal to raise \$ 10,000 this year and progress will be displayed on a large thermostat graphic in the library. Lawn signs are available, and patrons can earn swag based upon donation levels. The Jack Buncher Foundation is again matching individual donations, up to a maximum of \$ 500 per donor per library.
- The RAD Pass has been expanded for year-round activities, more admissions, workshops, live performances, etc.
- The library will host a flu and covid shot clinic for the community on November 20th.
- The Allegheny County Library Association (ACLA) will provide comparable library and community size salaries and wage information to Ms. Myrah to help in evaluating the part-time salary levels. The data is from a 2021 survey.

The Board spent time thanking Ms. Mayausky for her efforts, discussing how to recognize the Young Librarians for their involvement and donations, the importance of the flu and covid shot clinic, the importance of pursuing funding for educational programs, in addition to free programs, for employees to attend and next steps to recommend salary increases for part-time staff.

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

- There were nearly 50 different youth programs/activities held from early June through mid-August, with 475 children and 279 adults in attendance.
- The 7 Preschool Storytime programs were full most weeks.
- The Messy Art Day was very popular and there are plans to hold this activity again next year.
- The Summer Reading Program had an increase in registration, but a lower than anticipated completion rate. There were 284 registrations compared to last year's 182 registrations across all youth categories.
- The Young Librarians donated \$ 220 to the library's Free Little Pantry which helped purchase the bigger storage unit.

Current and Upcoming Business:

Renewing/Voting on a Trustee's Term. Ms. Craig's term will end in October. The Board will vote at the next meeting.

Library Policy Updates. The Board recommended Ms. Myrah use ACLA's policy worksheet & recommendations as a starting point. Ms. Phillips also shared how another library includes links to their policies. Ms. Myrah advised that the Borough is also updating policies, and some will be applicable to the library. The Board discussed prioritizing the list of policies to be worked on so that progress could be made on this initiative.

Board Vacancies. The Board discussed additional ideas to attract candidates and whether the current structure including a Borough liaison is effective. Mr. Priddy and Ms. Lackey suggested different approaches and language that may encourage candidates to apply. If the campaigns are unsuccessful, the Board discussed the possibility of expanding the search to residents of nearby communities.

2026 Library Closure Dates. Ms. Randazzo motioned to approve. Ms. Craig seconded; all in favor, motion carried.

2026 Board Meeting Dates. Ms. Lackey motioned to approve. Ms. Randazzo seconded; all in favor, motion carried.

Library Financial Management Courses. Ms. Phillips had included a link in the agenda to an organization that provides educational courses that may be helpful to Board members. The Board agreed to attend. One or more courses will be identified and presented at future meetings. Ms. Phillips encouraged Board members to identify and share any other educational opportunities or articles.

Correspondence Suggestion Box: None

Report of the President

Fundraising. Ms. Phillips advised that several potential fund-raising ideas are under consideration for 2026, contingent upon potential seed money, possibly from Borough Council. Mr. Priddy also suggested a brewery tour that was well-attended and was sponsored by a different library.

Castle Shannon Borough Council Meetings. Each Board member has committed to attending at least one Borough Council meeting each quarter. Ms. Craig has distributed the schedule through the end of 2025.

Trustee Project. Ms. Phillips is trying to arrange for a guest presenter for the October meeting to discuss grant funding.

Conference Update: Mr. Priddy attended a conference that addressed the importance of diversity on Boards, how to address animosity among Board members, working independently from local government and an increase in some states to ban books.

Articles of Interest and Announcements: Ms. Phillips included a link in the agenda to the "Trustee Project Very Early Findings".

Public Comment(s) Session # 2:

Ms. Phillips opened the second public comment period. Ms. Pattak asked about the status of the gala that was discussed at a prior meeting. Ms. Phillips advised that nothing has been finalized yet. She explained that the Board is still in the early stages of brainstorming fundraising ideas and identifying potential funding sources. There being no other person wishing to speak, Ms. Phillips closed the second comment period.

Adjournment: 9:09 p.m. Ms. Randazzo motioned to adjourn; Ms. Lackey seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary

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

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. Review and approval of September, 2025 Board Meeting Minutes
6. Review and approval of Financial Expenditures for September, 2025
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Trustee Term Renewal - Mary Craig
 - Library Policy Updates
 - Love your Library - Thank you to the Library Director and Staff for managing a successful LYL campaign!
 - Budget 2026
 - Board of Trustees vacant seat—underrepresented communities encouraged to apply.
10. Correspondence Suggestion Box
11. Report of the President and/or Trustees: *Grant Funding for Trustees* speaker will be tabled until 2026.
12. Articles of Interest
13. Announcements: Celebrate *National Friends of the Library Week* October 19-25, 2025. https://www.ala.org/united/events_conferences/folweek
14. Public Comments*
15. Adjournment

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

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:00 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Mary Craig, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). Note: There are two Board vacancies. One is due to Ms. Heckmann's term ending in July, and the second vacancy will be filled once the Borough President appoints a new Council Member Liaison to the Library Board of Trustees.

Guest Presenter: None

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

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

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

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

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

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

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

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

Current and Upcoming Business:

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

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

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

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

Correspondence Suggestion Box: None

Report of the President

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

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

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

Public Comment(s) Session # 2:

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

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

Respectfully submitted,

Mary Craig, Board Secretary

Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
November 6, 2025

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. Review and approval of October, 2025 Board Meeting Minutes
6. Review and approval of Financial Expenditures for September and October 2025
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Vote on new Trustee
 - Vendor and Craft Fair 11/22/2025 – Trustee representation and donations
 - Love your Library 2025 – Outcomes
 - **Budget 2026**
 - Establish and set goals for a specific library budget line item for “growing” a rainy day fund.
 - The Board of Trustees has requested a small budgetary allocation from Borough Council to seed fundraising projects.
10. Correspondence Suggestion Box
11. Report of the President and/or Trustees:
 - 2025 Library Policy updates–deadline date?
 - 11/5 email inquiry about a LifeVac device for the Library
<https://pro.lifevac.net/charities-churches-and-municipalities/>
12. Articles of Interest
13. Announcements
14. Public Comments*
15. Adjournment

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**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
November 6, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:01 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Mary Craig, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). Note: There are two Board vacancies. One is expected to be filled at tonight's meeting with the Board's review and approval of the candidate, Christine Marriott. The second vacancy will be filled once the Borough President appoints a new Council Member Liaison.

Guest Presenter: None

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

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

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

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

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

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

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

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

Current and Upcoming Business:

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

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

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

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

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

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

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

Report of the President

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

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

Announcements: None.

Public Comment(s) Session # 2:

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

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

Respectfully submitted,

Mary Craig, Board Secretary

Community Library of Castle Shannon
Board of Trustees
Meeting Agenda
December 4, 2025

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. Review and approval of November, 2025 Board Meeting Minutes
6. Review and approval of Financial Expenditures for November, 2025
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business:
 - Castle Shannon (Library) Proposed 2026 Budget will be adopted on December 8, 2025. The tentative budget can be viewed here:
https://www.csboro.org/wp-content/uploads/2025/12/2026-Proposed-Budget_Packet-1.pdf
 - Review Library Director's goals and priority policy list for 2026
 - Plans to draft an annual report for the community
 - Outcome of Vendor and Craft Fair
 - Friends update to the Board of Trustees in 2026
 - LifeVac device at the Library
10. Correspondence Suggestion Box
11. Report of the President and/or Trustees: The Board of Trustees Self-Assessment and the Library's Strategic Plan will be reviewed and/or updated in January 2026.
12. Articles of Interest (2): [What's included with the LifeVac Kit at the Library](#)
[How to use LifeVac training video \(5 minutes\) with certification quiz](#)
13. Announcements
14. Public Comments*
15. Adjournment

*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, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions should be related to items on the meeting agenda.

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
December 4, 2025**

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 7:02 p.m.

Opening: The meeting opened with a prayer and the pledge of allegiance.

Roll Call: The following members were in attendance: Donna Phillips, Marian Randazzo, Mary Craig, Maureen Lackey, Brandon Priddy and Heather Myrah (Library Director). Excused: Christine Marriott. Note: There is one Board vacancy that will be filled once the Borough President appoints a new Council Member Liaison.

Guest Presenter: Ms. Amber Morgan-Opitz, Children and Youth Services Coordinator.

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

Meeting Minutes: The minutes of the **November 2025** Board of Trustees meeting were presented. Ms. Randazzo requested a minor change to the section on the budget information. Ms. Myrah requested two minor changes regarding the section on the library's cow sponsorship. Ms. Randazzo motioned to approve contingent upon all the changes being made. Ms. Lackey seconded; all in favor, motion carried.

Library Finance Reports: The Board spent time reviewing the **November** reports. Ms. Myrah explained she has receipts to break down the total shown in the credit card check registers. She also pointed out that the fall leaf bowl craft was well attended, received more donations than the cost of the supplies, and resulted in a \$ 77.82 profit. Ms. Lackey motioned to approve the reports. Mr. Priddy seconded; all in favor, motion carried.

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

- The **eiNetwork switch** was installed on November 13th. There is no cost to our library since eiNetwork obtained grant funding.
- The library hosted a **Flu and Covid shot clinic** for the community on November 20th from 11a.m. to 1:30 p.m. There was a **steady flow of people**. There was some confusion over who could receive the shot due to the changing guidance from the Centers for Disease Control and Prevention (CDC). Overall, the clinic was a success. The library hopes to do this again in 2026 but schedule it earlier in the fall.
- The 3rd annual **craft and vendor fair** was held at the library on Saturday, November 22nd and **raised over \$ 1,200**.
- The **RAD Funding for 2026** will be slightly more than **\$ 94,966** (a big increase over the prior year's amount of \$ 86,165.30).
- The **2026 PA State Budget** passed, and the library will receive slightly more than **\$ 39,376**. This is a welcome, but modest, increase over the prior year's allocation of \$ 36,766.01).
- The library has **not yet received confirmation of the donation amount from the Jack Buncher Foundation** tied to funds raised during the Love Your Library campaign. **UPDATE:** On December 10, Ms. Myrah emailed the Board of Trustees to say that the Foundation notified her **our library will receive \$ 2,123.46**.
- The library staff will participate in **Castle Shannon's Light Up Nite** festivities on **December 6th**.
- Ms. Myrah shared **three goals for 2026**—improving user satisfaction, increasing community engagement and continuing her professional development.

Ms. Lackey complimented Ms. Myrah on her follow-up and her status updates to the Board. She stated she appreciated Ms. Myrah's ability to anticipate questions or concerns and share information timely.

Children and Youth Services Coordinator's Report: Ms. Morgan-Opitz's provided an in-person report. A few highlights included:

- There will be **75 baby bags** available to distribute in 2026. Ms. Morgan-Opitz showed an example of the bag and its contents. **Each bag contains a hand puppet, a rattle sock, a wrist sock, a bib and a folder with information about resources.** This initiative is a partnership with the local play center, The Seesaw Center, which will help promote the program. Flyers will also be displayed in the library, and the bags will be promoted on social media.
- The **new Lego table** has arrived and will be placed in the makerspace area. Legos, KNEX and other building materials will be available.
- Approximately **251 children and 89 adults** attended **children's activities** in November.

Ms. Phillips thanked Ms. Morgan-Opitz for her hard work and enthusiasm for all the children's activities and programming she does.

Current and Upcoming Business:

Policy List. Ms. Myrah referenced the list of policies that she recommends be reviewed/created. The Board discussed how to address book challenges, growing trend of AI generated materials and how to address requests, using gender neutral terms in policies and how other libraries are addressing this, Mt. Lebanon's library sanctuary status, etc. Ms. Morgan-Opitz stated she is contacting other libraries for information regarding gender neutral terminology. The Board and Ms. Myrah remain committed to finalizing all the policies by June of 2026.

Annual Report to the Community. The Board spent several minutes discussing the report Ms. Phillips issued for 2024 and ideas for the format of the 2025 report. Rather than Ms. Phillips shouldering this responsibility, the Board discussed assigning sections to each member once categories are identified. It is anticipated that the 2025 annual report will be created in early 2026.

Outcome of Vendor and Craft Fair. More than \$ 1,200 was raised from this year's fair. While a good outcome, there was discussion around any changes that may be needed to increase attendance and outcomes. After discussion, it was agreed to continue to start the fair at the same time vs. later in the morning, continue to hold it on the same day as the larger firemen's event to benefit from foot traffic in the area, increase some of the food prices, and increase advertising and signage.

Friend's Update. The Board discussed having the Friend's Group present an annual report summarizing their year in review. Ms. Phillips will outreach to the leadership of the Friend's Group to see if they would like to present for 10 or 15 minutes at one of the Board Trustee meetings in early 2026.

Life-Vac Device. The library has received the device free of charge due to Ms. Phillips outreach to the company. The links to the training were included in this month's agenda and Ms. Myrah shared that the staff have already completed the training.

Budget 2026. Ms. Myrah expressed her concern that the money in the previous "rainy day fund" the library had was transferred to the borough in the past and the importance of restoring such a fund. Ms. Randazzo and Ms. Phillips shared that this has been discussed with Borough management as well as the wage increases for the part-time staff. They urged Ms. Myrah to be patient and trust the process. Final budget decisions should be known soon.

Correspondence Suggestion Box: One note was received in which children requested access to liquid glue bottles.

Report of the President

Board Self-Assessment. This will be discussed in January 2026.

Strategic Plan. This will be reviewed/updated in January 2026.

Announcements: None.

Public Comment(s) Session # 2:

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

Adjournment: 8:58 p.m. Ms. Craig motioned to adjourn; Mr. Priddy seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary