

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
January 15, 2026**

NOTE: The January meeting was rescheduled from January 8 to 15 due to an unforeseen conflict.

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, Maureen Lackey, Christine Marriott, David Seiler and Heather Myrah (Library Director). Excused: Brandon Priddy.

Welcome New Board Member: Ms. Phillips welcomed Mr. Seiler and noted he is the new Borough Council liaison to the library. She then asked that all members briefly introduce themselves.

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 **December 2025** Board of Trustees meeting were presented. Ms. Randazzo motioned to approve. Ms. Lackey seconded; all in favor, motion carried. The minutes of the **January 2026 reorganization meeting** were presented. Ms. Lackey motioned to approve. Ms. Marriott seconded; all in favor, motion carried.

Library Finance Reports: The Board spent time reviewing the **December** reports. Ms. Myrah confirmed that the Borough transferred the money to restore \$ 45,000 to the Fund Balance line item. She shared that the staff were appreciative of the salary increases and full impact of the increases will be reflected in the next pay period. Ms. Myrah also shared that she would be submitting a \$ 400 invoice for the yearly subscription to USA Today. Ms. Craig motioned to approve the reports. 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:

- In addition to the \$ 2,123.46 received from the **Jack Buncher Foundation** tied to the Love Your Library campaign, the library received **an additional \$ 5,000 year-end gift** from the Foundation.
- The **Microsoft Licensing cost** will be **slightly over \$ 2,000**. The **eiNetwork** will give each library **\$ 1,000 towards this cost**.
- The **2026 PaLA Library Friends and Trustees Institute** will be held on March 7th. Unfortunately, this is the same day as the Library Spring Book Sale. Ms. Myrah will obtain the **links to the video sessions** and **email them to Board Members**.
- The **part-time library assistant/page position is available** due to a recent resignation at the end of December. Ms. Myrah indicated that she already has **12 applicants**.
- An **additional background security clearance check** (a DHS finger-print based FBI Criminal History Background Check) **or disclosure statement is now recommended** by the Allegheny County Library Association (ACLA) for Pennsylvania volunteers. The clearance will be valid for 60 months.

Ms. Lackey asked about the budget allocated for Adult Programming. Ms. Myrah replied that the budget is \$ 6,000. She shared the Friends recently contributed \$ 500 to Adult Programming. Ms. Randazzo asked Ms. Myrah to determine the impact on the future budget for Adult Programs since more activities have been scheduled than in the past. The Board also discussed the newest background security clearance recommendation. Consensus was reached that members prefer to complete the disclosure statement option. Ms. Myrah agreed to print out the template and bring it to the next meeting for each member to complete. Ms. Randazzo also asked if there was any news regarding ACLA coordinating a networking event for Boards. Ms. Myrah stated this is still under discussion. Ms. Craig commented on the details provided in the December program expense tracker. It was nice to see that patron donations continue to offset expenses for the activities.

Children and Youth Services Coordinator's Report: A few highlights included:

- A total of **3,964 attendees** participated in **289 youth programs** in 2025.
- Approximately **187 children and 72 adults** attended **children's activities** in December.
- Ms. Morgan-Opitz's **goals for 2026** include: 1. working with the library's Adult Coordinator in 2026 to bring in more family-friendly activities such as musicians, speakers and movies; 2. purchasing new tables with wheels for easier movement around the library and for more collaboration; 3. reviewing & updating the Early Readers and Board Books collections.

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Ms. Phillips mentioned that Pennsylvania has issued new reading standards. She will send information to Ms. Morgan-Opitz so she can use it to align any new youth book purchases. Mr. Seiler asked how the library determines which books to purchase. Ms. Myrah explained a variety of methods are used including bestsellers, books in high demand, books with a high number of holds, books within a series, etc. The Board also discussed whether hours may need to be increased for the Adult Programmer if she is also going to assist with Children Programming. If so, Ms. Myrah will need to anticipate impact for next year's budget.

Current and Upcoming Business:

Policy Development and Timetable. The Board reviewed **two policy drafts on Patron Behavior and Public Comments**. Mr. Seiler suggested the Board consider restricting the initial public comment period to items on the agenda and covering non-agenda items in the second public comment period. He stated this is how the Borough Council handles it. He also suggested adding a standing agenda item for Friends' updates. If no report is available that month, that can be noted in the minutes. Ms. Myrah will check with Mt. Lebanon library to see how they address this. The Board recommended several edits to each policy draft. Ms. Myrah will bring the revised drafts to the February meeting for final review and approval. Ms. Phillips requested the Board next review the Collection Development Policy and to come prepared to discuss this at the February meeting.

Review of Strategic Plan. This topic will be discussed at the February meeting.

Trustee Self-Assessment and Board Evaluation. Ms. Phillips referred members to the self-assessment tool in their packets. She asked each Trustee to assess themselves over the next month and identify areas that they may want to improve upon in the future. The Board then discussed the Board of Trustees Annual Evaluation. Recommendations were made regarding the verbiage of several items. The Board spent several minutes discussing performance in each area. Ms. Phillips will finalize the document and ratings so that it can be posted on the library's website.

Local Business Sponsorships. Ms. Phillips shared a draft document of examples/donation levels/potential business partnerships. The Board agreed that this would be a good opportunity to build rapport with local businesses, but more research would be needed to create a framework and identify how to acknowledge sponsors. Ms. Myrah agreed to check with her contacts regarding lists and ideas that were used for the Willow Wonderland event.

Library Budget for 2026. The Board expressed gratitude for the outcome of the budget discussions with the Borough Manager and increase in hourly rates for the part-time staff members.

Borough Council/Board of Trustees Liaison. Dave Seiler has been appointed to the Board of Trustees. Ms. Myrah will follow up with him to obtain the necessary clearances and information to update the Board of Trustees contact list.

Correspondence/Suggestion Box: Ms. Myrah shared a thank you card from the staff to the Board of Trustees, a patron's card to Ms. Mayausky to thank her for all the joy and creative activities she brings throughout the year, and a holiday card from a patron thanking Ms. Myrah and the library staff for providing a great library, excellent programs and assistance during the year.

Report of the President

Friends Update: The President of the Friends responded to Ms. Phillips invitation to attend a few of the Board meetings in 2026. Due to several Friends' initiatives, they will be unable to attend meetings in February and April but will provide updates to the Board. Ms. Myrah also shared that she had placed a copy of the Friends 2026 calendar and membership form in each Trustee's packet.

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: 9:26 p.m. Ms. Lackey motioned to adjourn; Ms. Marriott seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary