

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
February 5, 2026

Meeting: Ms. Phillips called the regular meeting of the Board of Trustees to order at 6:59 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, Brandon Priddy, Mary Craig, Maureen Lackey, Christine Marriott, David Seiler and Heather Myrah (Library Director).

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 **January 2026** Board of Trustees meeting were presented. Ms. Randazzo motioned to approve. Ms. Lackey seconded; all in favor, motion carried.

Library Finance Reports: The Board spent time reviewing the **January** reports. Ms. Phillips pointed out the new account line for Board Expenditures. She confirmed with the Borough Manager that the Board should anticipate receiving a yearly \$ 2,000 allotment. Guidelines have been developed regarding tracking Board expenses. Any proceeds from any Board fundraising activity will be shown in the existing Fundraising Proceeds account. There being no other questions, 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:

- The library has again been recognized as a Gold Star Level Library as designated by the Pennsylvania Library Association. The library has achieved this milestone every year since 2019.
- Final candidates are being vetted for the open part-time library assistant/page position.
- Ms. Myrah has volunteered to pursue the Games of Chance Licensure for the Friends of the Library. She will attempt to have the library listed as an affiliate under the license.
- Amy Anderson, the CEO of the Allegheny County Library Association (ACLA), is still considering organizing a Board of Trustees Round Table Event in the future.

Ms. Myrah disseminated the new background security disclosure forms for the Board of Trustees' review and signatures. She will handle the submission and retention of these documents. Ms. Myrah also shared the sponsor levels for the Willow Wonderland event and will send the list of 2025 sponsors to the Board.

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

- The Baby Bags partnership with the Seesaw Center is off to a strong start. As of the end of January, 10 bags had already been given out. Ms. Morgan-Opitz will continue to monitor this initiative.
- Several youth programs were cancelled on January 26th due to the impact of the preceding Sunday's snowstorm.
- Candy Bar Bingo is scheduled for February 10th and is open to children and adults.
- Ms. Morgan-Opitz will be attending the Keystone Oaks Kindergarten Kick-Off at Dormont Elementary on March 5th.
- She continues to review policies and recommend changes for Ms. Myrah and the Board's consideration.

Current and Upcoming Business:

Policy Updates/Approvals. The Board reviewed the proposed changes to the Patron Behavior, Public Comments and the Collection Development policies. All three were approved as noted below contingent on final edits being made.

- Patron Behavior. Ms. Lackey motioned to approve. Mr. Priddy seconded; all in favor, motion carried.
- Public Comments. Ms. Randazzo motioned to approve. Ms. Craig seconded; all in favor, motion carried.
- Collection Development. Ms. Craig motioned to approve. Ms. Marriott seconded; all in favor, motion carried.

The Board identified the next items that it will review at the March meeting including the Diversity and Inclusion policy and the Strategic Plan.

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Meeting with the Borough Manager. Ms. Phillips and Ms. Randazzo summarized a meeting they had with Mr. Foote regarding Board funding. The Board reviewed the meeting notes taken by Ms. Randazzo and a draft procedure document. The Board discussed insurance liability, how to track, deposit and report any proceeds that may be received from fund-raising activities, how to estimate and report any expenses to the Borough Manager, and timing of submissions. It was agreed that the Board's by-laws should be amended. A new sub-section will be added to the Trustees' by-laws and listed under Board Member Responsibilities. This new sub-section will be titled, Board Expenses, and will include language specific to financial guidelines and authorization levels. Ms. Lackey motioned to approve. Mr. Priddy seconded; all in favor, motion carried.

Review of Strategic Plan. Ms. Phillips asked each Board member to review the plan, note any changes/updates/suggestions to meet goals, and bring comments to the March meeting. Ms. Phillips also shared that in the Fall it will be time to start discussing the next Strategic Plan for the 2027-2030 period.

Next Fundraising Meeting. The Board members continue to discuss ideas and logistics. The Board will meet within the next few weeks to decide upon an event and finalize the date. Ms. Phillips will send out some meeting options.

2025 Annual Report to the Community. Ms. Phillips asked the Board to review the template and come prepared to discuss it at the March meeting.

Thank you to the Jack Buncher Foundation. Ms. Phillips emailed the point person and thanked them for their generous donation to the library during the Love Your Library campaign and additional year-end gift.

Correspondence/Suggestion Box: Ms. Myrah stated she had received several items but had not yet prepared the information for the Board.

Report of the President and/or Trustees:

Agendas: Ms. Phillips will leave the current agenda format in place for the immediate future.

Articles of Interest: None.

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: 9:06 p.m. Ms. Randazzo motioned to adjourn; Ms. Marriott seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary