

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

**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, Brandon Priddy, Mary Craig, Maureen Lackey, Christine Marriott, David Seiler and Heather Myrah (Library Director).

**Guest Speaker:** Mr. Michael Foote, Castle Shannon Borough Manager

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

**Meeting Minutes:** The minutes of the **February 2026** Board of Trustees meeting were presented. Ms. Randazzo motioned to approve. Mr. Priddy seconded; all in favor, motion carried.

**Library Finance Reports:** The Board spent time reviewing the **February** reports. Ms. Myrah advised that the Library Audit for 2025 will be taking place soon. She also shared that Hoopla costs have increased. The audio materials budget line item is 102% and is exhausted for these types of materials for 2026. Ms. Mayausky's program expense tracker included a reference of the local businesses she purchased supplies from and monetary and physical donations that were received which offset the cost of the crafts. In addition, Ms. Mayausky was able to donate some leftover items to the Greentree library which had previously shared supplies with our library. There being no other questions, Ms. Craig motioned to approve the reports. Ms. Marriott 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 4 air purifiers that were approved via a 2023 grant to the PA Dept of Health have arrived and will be installed.
- The part-time library assistant page position has been filled and the individual started on March 3<sup>rd</sup>.
- Ms. Myrah will send the Board members links to the recorded sessions from the March 7<sup>th</sup> Friends and Trustees Institute.
- The 2025 Annual Report Statistics reflect increases compared to 2024 in the following areas: visits to the library, the number of items in the collection, Wi-Fi connections, registered users, programs offered, and attendance at programs.
- Ms. Myrah attended an on-line webinar, 2025 Readers' Advisory Year in Review, and shared key points that were covered.

Ms. Craig also acknowledged Ms. Myrah's assistance with questions/donations related to the Silent Auction planned as part of the Board of Trustee's upcoming May 2<sup>nd</sup> FUNdraiser event.

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

- Ms. Morgan-Opitz is attending the Keystone Oaks Kindergarten Kick-Off at Dormont Elementary on March 5<sup>th</sup> instead of presenting her report in person to the Board.
- A large amount of time and effort in March will be spent planning for the summer reading program. The theme for this year is "Unearth A Story" and the program will include fun activities and dinosaur decorations.
- Plans are underway to update the collection for young adults.
- Some pre-teens have exhibited changing attitudes and behaviors, but Ms. Morgan-Opitz expressed excitement that they feel the library is a safe place to express themselves and grow.

**Current and Upcoming Business:**

**Implementing a New Collaboration for Library Policy Development and Oversight.** Ms. Phillips announced that the Borough Council Executive Committee and the Borough Manager will now be more involved with matters related to library policy. Ms. Phillips then welcomed Michael Foote, Castle Shannon Borough Manager, to discuss expectations for a new collaboration, specific to library policy development, that includes Borough oversight. Mr. Foote stated that the Library Director and Trustees will continue to be acknowledged as the library policy experts with years of experience in library operations and writing policy. Currently there is not a formal template for policy writing at the Borough level. The Board of Trustees will continue in their current processes for tracking, updating and drafting new Library policy when deemed necessary. This framework for library policy development has been in place for many years, is referenced in the Trustees By-Laws, and works very well. Mr. Foote will discuss library policy development further with Borough Council. It is understood that authorization from Borough Council will be needed to access the services of the Borough Solicitor, for inquiry and/or confirmation that a library policy is accurate and legally sound. Ms. Randazzo suggested it

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would be important to clearly establish specific roles and responsibilities for policy development, perhaps in a flow-chart format. Mr. Foote offered to draft a flowchart for the process and suggested it may be better for a smaller policy work group of Trustees and Borough Council members to be designated to review and finalize Library policy. Unrelated to library policy, Ms. Lackey then asked if the Trustees and Library staff are protected by the Borough's Directors/Officers liability insurance riders. Mr. Foote stated he will check into that as well. Ms. Phillips concluded this section of the meeting by restating that the Board of Trustees will continue with the responsibility of tracking and reviewing library policy and will contact Borough Council when the Trustees have intentions to add, draft or update library policy.

**Board Expenses.** Ms. Phillips advised that the by-laws were amended and provided a link via the meeting agenda.

**Review Diversity, Equity and Inclusion Statement.** The Board discussed adding this statement to the website and agreed it should be done. Ms. Phillips asked for a motion to approve. Ms. Craig motioned. Mr. Priddy seconded; all in favor, motion carried.

**Friends of the Library Book Sale.** Ms. Phillips referred members to the meeting agenda that reflects the book sale which will be held on **Thursday, March 12<sup>th</sup>, Friday, March 13<sup>th</sup> and Saturday, March 14<sup>th</sup>**. This information is also reflected on the website and in posts in the library. At a prior meeting, an incorrect date was provided.

**Library Wishlist for Friends of the Library.** Ms. Myrah explained that she and Mr. Foote had discussed this and agreed to create a spreadsheet to track regular/yearly expenses and add a separate section for Wishlist items. Ms. Myrah prefers to think of these items as a "friendly request". She shared a **few ideas** they have discussed, such as a **microphone, moveable tables, outdoor seating, an Audio-Visual system**, etc. Mr. Foote mentioned he felt separating the recurring costs vs. one-time expenses would be more transparent than having everything listed together.

**National Library Week 2026.** This year's celebration will be held from **April 19<sup>th</sup> to April 25<sup>th</sup>**. The **theme will be "Find Your Joy"**.

**Tiny Art Show 2026.** This is the **5<sup>th</sup> year** of this popular event. The Art Show **will be held on Tuesday, April 21<sup>st</sup>** and art canvases are available for pickup at the library. Ms. Myrah and the Board **commended Ms. Mayausky** for her continued leadership in making this a successful and enjoyable community event.

**Board of Trustees FUNdraiser.** This **inaugural event** will be held on the **evening of Saturday, May 2<sup>nd</sup>**. The Board of Trustees discussed the potential need for volunteers to assist that day, ticket pricing and registration, capping the number of attendees, and the possible need to have access to overflow parking. Ms. Myrah will check further into parking options and advise the Board. Board members agreed to segregate event responsibilities for consistent messaging, defined ownership and streamlined effort.

**Review of Strategic Plan.** The current Strategic Plan will be updated with the latest progress. The Board members supported continuing with the same pillars in the next Strategic Plan that will begin in 2027.

**Correspondence/Suggestion Box:** Ms. Myrah provided the Board with a **new report** summarizing **January and February feedback, comments and suggestions**. These items include feedback from physical comment boxes, online requests, social media comments and written entries in the journal at the front desk. There were many **positive comments about the staff, the programs the library offers, the fax machine access and the overall atmosphere**. One **recurring suggestion** is that the library schedule **CPR/First Aid/Safety in the Home training sessions**. Ms. Myrah is following up on these suggestions.

**Report of the President and/or Trustees:** Nothing additional.

**Articles of Interest:** None.

**Announcements:** None.

**Public Comment(s) Session # 2:** Ms. Phillips opened the second public comment period. Mr. Foote mentioned that he had been contacted about an issue regarding a door and he was addressing it. There being no person wishing to speak, Ms. Phillips closed the second comment period.

**Adjournment:** 8:43 p.m. Ms. Randazzo motioned to adjourn; Ms. Marriott seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary