

**Community Library of Castle Shannon  
Board of Trustees Meeting Minutes**

*(NOTE: An abridged meeting was held this month so the Board could hold an executive session on the May 2<sup>nd</sup> fundraising event)*  
**April 9, 2026**

**Meeting:** Ms. Phillips called the meeting of the Board of Trustees to order at 7:04 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:** None.

**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 **March 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 **March** reports. Ms. Phillips noted the large deficit shown in the real estate tax line item. Ms. Myrah advised that this deficit reflects the timing of the Real Estate Tax allocations. Once the funds are fully allocated, the reports will no longer reflect a deficit in this category. The Board spent a few minutes discussing the timing of reimbursements and costs to several budget line items. There being no other questions, 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 Friends and Trustee Institute session recordings are **available for the Board to access until June 10<sup>th</sup>**.
- To date, **162 canvasses** were picked up by patrons for display at the **Tiny Art Show on April 21<sup>st</sup>**.
- Additional **parking at Myrtle Avenue Elementary School** has been arranged for **upcoming library events**.
- Ms. Myrah shared a handout of **eiNetwork's 2025 Analysis of Benefits to the Castle Shannon Library**. Nearly **\$ 48,000** was **allocated to the library in 2025**. The report shows network infrastructure accounted for 58% of the allocation and another 19% was used to provide cybersecurity, service desk support and website hosting.
- The library received an **\$ 80 donation from Pour Johnny's** and a **\$ 200 donation from the Sons of the American Legion Post 490**. Ms. Mayausky also shared that **Pour Johnny's** (a specialty coffee shop in Castle Shannon) **has created a specialized drink** in honor of the Tiny Art Show and will **donate proceeds to the library**.
- Due to a part-time staff member's absence, other **team members** have agreed to **adjust schedules** so the library can **remain open** to meet current business hours. It is expected that this may extend over the next several months.

Ms. Myrah requested the Board's approval to **close at 2 p.m. on May 30<sup>th</sup>**, so library staff can meet and greet patrons at Castle Shannon's Community Day. Ms. Lackey motioned to approve. Ms. Marriott seconded; all in favor, motion carried.

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

- The **Summer Reading Program** preparations are underway. The decorations include a hanging Pterodactyl dinosaur, a T-Rex, paper dinosaur bones and jungle leaves. Options are being considered for the reading tracker and prize options.
- The **Young Librarians** continue to actively **share ideas** to make our library an even **more welcoming space for youth patrons**. They plan to sell items at the Tiny Art Show to hopefully purchase a few new games and to create a designated fidget space (bean bag chair and fidget toys) for relaxing.

**Current and Upcoming Business:**

**Saturday Hours.** The library's Saturday hours will **not** be reduced this Summer due to a change in interpretation of the guidelines. Normal Saturday hours of operation (10:00 a.m. to 5:00 p.m.) will remain in place except for previously approved holiday schedules and Castle Shannon Community Day on May 30<sup>th</sup>.

**National Library Week.** This year's celebrations will be held **April 19<sup>th</sup> through the 25<sup>th</sup>**. This year's theme is **"Find Your Joy"**.

**Tiny Art Show.** This is the **5<sup>th</sup> year** this event has been held. Patrons are encouraged to stop by to view the Art on **Tuesday, April 21<sup>st</sup>**. Ms. Mayausky continues to chair this event and every year it is well attended and gets rave reviews.

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**Library FUNdraiser, Saturday, May 2<sup>nd</sup>.** The Board of Trustees is looking forward to holding its **inaugural** fundraising event. The goals are to provide a **fun family-friendly event while raising funds for the library**. A **Silent Auction** will be held at this event, and a variety of items are available for bids. We are proud of the number of partners who have stepped up to support this fundraiser. The link to the flyer can be found on the meeting agenda as well as on the library's website.

**Correspondence/Suggestion Box:** Ms. Myrah provided the Board with a **report** summarizing **March 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.

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

**Adjournment:** 7:55 p.m. Ms. Randazzo motioned to adjourn; Mr. Priddy seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary