

**Community Library of Castle Shannon**  
**Board of Trustees Meeting Minutes**  
**May 7, 2026**

**Meeting:** Ms. Phillips called the 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, Brandon Priddy, Mary Craig, Maureen Lackey, Christine Marriott, David Seiler and Heather Myrah (Library Director).

**Guest Speaker:** 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 requests to speak, Ms. Phillips closed the comment period.

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

**Library Finance Reports:** The Board spent time reviewing the **April** reports. Ms. Lackey 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 Tiny Art Show** was well attended again this year and **the silent auction bids raised nearly \$ 900.**
- **Pour Johnny's** (a specialty coffee shop in Castle Shannon) **donated \$ 54 in April to the library** from its on-going lemon game.
- **Chief David Terkel from MRTSA provided CPR training at the library on April 28th.** Seven people attended.
- **A patron left a personal note thanking the library staff for their help during tax season and enclosed a \$ 5,000 donation.** This generous donation will allow the library to purchase some items from their wish list. Ms. Phillips, on behalf of the Board of Trustees, will send a thank you note to the donor.

**Children and Youth Services Coordinator's Report:** Ms. Amber Morgan-Opitz delivered her report in person. A few highlights included:

- The **Summer Reading Program** preparations are underway and **volunteers are needed from 11 a.m. to 2 p.m. on June 4<sup>th</sup>.** This year's **theme is "Unearth a Story"**, and the library will be transformed with decorations and activities. Ms. Morgan-Opitz provided copies of the reading logs, flyers, prize options and explained the prize methods.
- The **Young Librarians** continue to actively **share ideas** to make our library an even **more welcoming space for youth patrons.** They raised \$ 135 selling their art at the Tiny Art Show. Their funds will be used to buy the fidgets they requested and to create a comfy seating option.

**Current and Upcoming Business:**

**Board of Trustees Fundraiser Outcomes.** The Board's first fundraiser was **held on May 2<sup>nd</sup>** and had **65 attendees** with a mix of children and adults. The **attendance numbers were lower than expected** despite various community outreach attempts. Those who attended shared **positive comments regarding the friendliness of the staff, the variety of auction items, door prizes, entertainment, activities, trivia games and food.** A **total of just over \$ 2,300 was raised** between the silent auction proceeds and admission fees. Since the **Board isn't eligible** for an Allegheny County Small Games of Chance license, the **event could not include any games of chance** such as a Chinese Auction or a 50/50 raffle. The Board will discuss how to reach more patrons for future events and how to tailor events to better meet patrons' expectations.

**Library Wish List.** Ms. Myrah explained that she had prepared a "wish list" of items, and the **Friends Group has agreed to cover the costs of the items,** which amount to **approximately \$ 3,500.** Now that a **patron has also made a large \$ 5,000 donation** to the library, Ms. Myrah shared she will **research options and prepare a recommendation for outdoor furniture for the library's front lawn area.**

**Trustee Summer Work.** The Board discussed using time during the upcoming summer break to **draft an annual report to the community.** Board members plan to work on individual sections of the report which will then be compiled into a comprehensive document. Ms. Myrah stated she can send graphs of key data elements that can be inserted into the report. The Board agreed to discuss this in more detail at the June meeting. The Board will also discuss the process to review and approve library expenses incurred during the Board's hiatus.

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**Castle Shannon Community Day.** This year's activities will take place on **Saturday, May 30<sup>th</sup> from 2 p.m. to 10 p.m.** **The library will close at 2 p.m. that day and staff will host a booth at the event.** Any Board member who can attend or work a shift at the booth is encouraged to do so.

**Summer Reading Kick-Off Party.** This year's party will once again be **held at the library** on the last day of school, **Thursday June 4<sup>th</sup> starting at 12 p.m.** A link to information is embedded in the agenda. Anyone who is available to help should contact Ms. Amber Morgan-Opitz.

**Correspondence/Suggestion Box:** Ms. Myrah provided the Board with a **report** summarizing **April 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. Patrons continue to offer **glowing feedback** regarding the **services and programs** the library provides and the **friendliness and professionalism of the staff.**

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

**Articles of Interest:** Ms. Phillips included links in the agenda to recorded sessions from the March 7<sup>th</sup> Friends and Trustees Institute.

**Announcements:** The Board of Trustees will **suspend regular board meetings for the months of July and August.** This is noted in the list of 2026 meeting dates which is posted on the website.

**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. Randazzo motioned to adjourn; Mr. Priddy seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary