

**Community Library of Castle Shannon
Board of Trustees Meeting Minutes
June 11, 2026**

Meeting: Ms. Phillips called the 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, Brandon Priddy, Mary Craig, Maureen Lackey, 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 person requesting to speak, Ms. Phillips closed the comment period.

Meeting Minutes: The minutes of the **May 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 **May** reports. 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 **2025 Annual State Report** corrections/clarifications were submitted, accepted and approved.
- The presentation on **the Nationality Rooms at the Cathedral of Learning** was well attended.
- Four staff members attended the **Community Day event** and **\$ 180 was raised from a pop-up book sale**. A patron had recently **donated** a number of **brand-new books** to the library that were then **sold** at the event for **\$ 5 each**.
- **Pour Johnny's** (a specialty coffee shop in Castle Shannon) support of the library continued with a **\$ 75 donation** from the **Almond Joy Drink sales** during National Library Week.
- **The library saw an increased number of patrons on June 11 due to some power outages in the area.**

Children and Youth Services Coordinator's Report: The Board reviewed Ms. Amber Morgan-Opitz's report. A few highlights included:

- The **Summer Reading Program** Kick-off was well attended. Ms. Myrah acknowledged all the hard work Ms. Morgan-Opitz puts into the event and thanked Ms. Lackey and Ms. Randazzo for helping with activities on the day of the event.
- The **new tables with wheels** have **not** yet been **ordered** but are expected to be ordered once the check is received from the Friends group.
- Ms. Morgan-Opitz achieved her **5-year anniversary** leading Castle Shannon's Youth Programs. The Board of Trustees expressed their appreciation for her leadership and dedication.
- The library will once again host a **free summer lunch program** in conjunction with the Keystone Oaks School District. Ms. Myrah will post information on Facebook to see if any community members have picnic tables they can donate for the seating.

Current and Upcoming Business:

Board of Trustees Approval of June & July expenditures. As in prior years, Ms. Myrah will **send electronic copies** of the financial reports **to the Board for review during the Board's summer hiatus**. Contingent upon no concerns or clarifications needed with the information in the reports, Ms. Phillips asked for separate motions to approve the June and July reports. Ms. Randazzo motioned to approve the June expenses. Mr. Priddy seconded the motion; all in favor, motion carried. Ms. Lackey motioned to approve the July expenses. Ms. Randazzo seconded; all in favor, motion carried.

2025 Library Audit. Ms. Myrah provided the Board with paper copies of the full audit submission. She explained that an annual audit is required, the library uses the same auditor as the Borough, and the auditor had no findings or recommendations this year.

2025 Library State Report. The Board spent time reviewing sections of the report and the processes Ms. Myrah uses to compile all the information. The report is **very comprehensive** and Board members agreed it would provide **valuable information and statistics** that can be shared with the Borough Manager and incorporated into the Library's annual report to the community.

Board Member Resignation. Ms. Phillips announced that Ms. Marriott resigned from the Board effective May 21st due to personal obligations. **The Board members expressed regret that Ms. Marriott is unable to continue in her role.** Ms. Phillips asked for a

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motion to accept Ms. Marriott's resignation. Ms. Lackey motioned. Ms. Randazzo seconded; all in favor, motion carried. The open Board of Trustees position will be posted in multiple areas in hopes of filling the vacancy in a timely manner.

Status of Policy Updates. Plans are still on hold regarding **establishing a sub-group** of Borough Council members and Board Trustees to review and finalize policies. Ms. Phillips and Ms. Randazzo will outreach to Mr. Foote (the Castle Shannon Borough Manager) to identify next steps and a potential timeline.

Annual Report to the Community. Ms. Myrah shared **formats of some prior years' reports and statistics for 2025**. The Board agreed that sub-sections of the reports could be the foundation for the library's annual report. The Trustees discussed potential additions to the report such as an introductory section, clarifying comments where needed, patrons' feedback received during the year and charts to visually display some of the information. Plans are to draft the report after the Board of Trustees reconvenes in the fall.

Correspondence/Suggestion Box: Ms. Myrah is still compiling the information and will email the Board a **report** summarizing **May feedback, comments and suggestions**.

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

Articles of Interest: Nothing additional.

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

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: 8:34 p.m. Ms. Randazzo motioned to adjourn; Ms. Craig seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary