

Community Library of Castle Shannon
Board of Trustees Meeting Minutes
September 3, 2026

NOTE: Due to severe weather conditions and flash flood warnings on the evening of September 3rd, the Board of Trustees held an abbreviated meeting and authorized the early closure of the library at approximately 7:00 p.m.

Meeting: Ms. Phillips called the meeting of the Board of Trustees to order at 7:09 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, and Mary Craig. David Seiler, Borough liaison, was absent. Heather Myrah, Library Director, was excused. Note: There are currently two Board vacancies, with one vacancy expected to be filled tonight.

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.

Board Member Resignation: During the summer hiatus, **Ms. Lackey submitted her resignation.** Ms. Phillips spent a few moments **recognizing Ms. Lackey's contributions and involvement with the library.** The Board of Trustees expressed regret that Ms. Lackey was unable to continue in her role. Ms. Phillips then asked for a motion to formally accept Ms. Lackey's resignation. Ms. Craig motioned to accept. Ms. Randazzo seconded; all in favor, motion carried.

New Board Member: Ms. Phillips shared **Mr. Seewald's** resume' with the Board over the summer hiatus. She asked him to spend a few minutes formally introducing himself and sharing his reasons for wanting to join the Board of Trustees. **Mr. Seewald grew up in Castle Shannon, had visited the library many times as a child with his grandfather, and won several of the library's chess tournaments in the past. He also shared that his children like this library and he is a co-owner of a Castle Shannon business.** Ms. Phillips then asked for a motion to accept Mr. Seewald as a Board of Trustees member. Ms. Randazzo motioned to approve. Mr. Priddy seconded; all in favor, motion carried. The Board of Trustees enthusiastically welcomed Mr. Seewald.

Meeting Minutes: The minutes of the **June 2026** Board of Trustees meeting were presented. Mr. Priddy motioned to approve. Ms. Randazzo seconded; all in favor, motion carried. **Note: No meetings were held in July and August during the summer hiatus.**

Library Finance Reports: The **August** financial reports were not yet available from the Borough. Once they are available, Ms. Myrah will email them to the Board for review.

Library Director's Report: A copy of Ms. Myrah's report was contained within the Board's packet of meeting materials. Due to the inclement weather alerts Board members were receiving on their devices, Ms. Phillips requested the Board members review the report independently after the meeting and address any questions or concerns directly to Ms. Myrah.

Children and Youth Services Coordinator's Report: A copy of Ms. Morgan-Opitz's report and program attendance updates were contained within the Board's packet of materials. Ms. Phillips requested the Board members review the information independently after the meeting and address any questions or concerns directly to Ms. Morgan-Opitz.

Current and Upcoming Business:

Love Your Library Month. The Board of Trustees briefly discussed **plans to recognize the staff and patrons** during September. Ms. Craig will handle the logistics and email the Board once the give-a-ways are finalized and delivered to the library.

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 contact Mr. Foote (the Castle Shannon Borough Manager) to identify next steps and a potential timeline. Ms. Phillips provided a **summary document** of the policies that were in progress as of May, those that were implemented in 2026, and Ms. Morgan-Opitz' policy oversight information.

Annual Report to the Community. Plans are to **draft the report in the fall.**

Potential Board Member: Ms. Phillips shared information regarding another potential Board member. Plans are to **contact the individual, hold a preliminary interview and possibly install the newest Board member at the October meeting.**

Correspondence/Suggestion Box: Ms. Myrah compiled the information summarizing **August feedback, comments and suggestions** and included it in the meeting packet.

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

Articles of Interest: Nothing additional.

Announcements: None.

Public Comment(s) Session # 2: None.

Adjournment: 7:40 p.m. Ms. Randazzo motioned to adjourn. Mr. Priddy seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary