Community Library of Castle Shannon
Board of Trustees Meeting Minutes
October 1, 2026

Meeting: Ms. Phillips called the meeting of the Board of Trustees to order at 7:01 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, Adam Seewald, Mary Craig, David Seiler (Borough liaison), and Heather Myrah, Library Director. Note: Currently there is one Board position vacancy.

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 **September 2026** Board of Trustees meeting were presented. Ms. Randazzo motioned to approve. Mr. Priddy seconded; all in favor, motion carried.

Library Finance Reports: The **August** financial reports were unavailable at the September 3rd meeting and were emailed to the Board on September 9. Ms. Phillips requested the Board do a final review during this evening's meeting. Upon review, Ms. Craig motioned to approve. Ms. Randazzo seconded; all in favor, motion carried. The **September** financial reports were not yet available from the Borough. Once they are available, Ms. Myrah will email them to the Board for review. **The Board spent several minutes discussing options for timely receipt and review of the financial reports**. Mr. Seewald suggested changing some of the meeting dates in 2027 and if reports aren't ready, to hold the review until the following month's meeting. The Board decided to **adjust some of its 2027 meeting dates** to provide more time for the Borough to finalize and issue the monthly financial reports. The approved 2027 Board of Trustee meeting dates will be posted on the website.

Library Director's Report: A copy of Ms. Myrah's report was contained within the Board's packet of meeting materials. A few highlights included:

- The **online author visit** with Lucy Foley on August 27th was **well-attended.**
- The **Active Shooter Community Educational Night** was held on September 10th.
- The **Flu & Covid Shot Clinic** was held on September 17th.
- The **Friends Fall Used Book Sale** was a big success and **raised $ 3,626**.
- The **preliminary results** of the **Love Your Library campaign** show **more than 94% of the $ 10,000 goal** has been reached. The final tally should be known in a few more days.
- The **part-time Library Assistant/Page position has been filled.**
- **RAD** has released their **preliminary 2027 budget**, requesting a 3% increase. It is open for public review in October, with the final budget expected to be finalized in December.

Ms. Myrah also advised that the **library's estimate of $ 160,000 for a grant to provide back-up power solutions** in emergency situations did **not** meet the minimum grant criteria of $ 300,000. Ms. Myrah has contacted the local legislative office and the Allegheny County Library Association (ACLA) to see if any other grant options might be available.

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. A few highlights included:

- Storytime attendance is **starting to increase** again now that summer is over.
- Some of the recurring **child patrons are entering 5th grade and move into the "Tween and Teen Time" category** for tracking event attendance.
- Excitement is growing over the upcoming **Halloween Parade on October 18th.** There will be free balloon making and Kona Ice will be available for purchase.

Current and Upcoming Business:

Library Closures 2027. The Board discussed the proposed list and agreed to close the library on Saturday, June 19th for Juneteenth vs. closing the Friday before. Mr. Priddy motioned to approve the amended closure dates. Mr. Seewald seconded; all in favor, motion carried.

Love Your Library Month. The preliminary results indicate more than 94% of the $ 10,000 goal was reached. Final numbers should be available soon.

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Library Director Professional Annual Review. Ms. Phillips had shared Ms. Myrah's 6-month summary with the Board and asked for input. Ms. Craig suggested it would be very helpful for Ms. Myrah to **create a list of milestones** that were achieved during 2026 **to further highlight this year's accomplishments**. Recommendations were made to include the creation of the wish-list, the personal $ 5,000 donation that was received to acknowledge staff's help in obtaining forms, the success of the Fall Vendor Fair, her efforts for the inaugural May FUNdraiser, etc.

Castle Shannon Library Halloween Parade. Ms. Phillips reminded the Board that the event would be held on **Sunday, October 18th** and encouraged Board members to attend if they are able to do so. The Board will participate in the event with a treat table. So far, Ms. Phillips and Ms. Randazzo plan to attend.

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

Correspondence/Suggestion Box: Ms. Myrah will compile and issue the information summarizing **September feedback, comments and suggestions**.

Report of the President and/or Trustees: Ms. Phillips referred the Board to an example of an annual report in their packets. This report is in an **easy-to-read format** and could quickly be updated with relevant statistics. The Board also discussed creating a **shorter one-page reference tool** to be posted with relevant information.

Articles of Interest: Nothing additional.

Announcements: Ms. Phillips had included a link to **a toy drive initiative** on the agenda. The Board spent time considering this option, but Ms. Myrah shared that it **may conflict with a similar toy drive** the Castle Shannon Firefighters may sponsor. After more discussion, the Board decided that a **different project** should be considered and **decided on a food drive that could offset patrons' expenses for the upcoming holidays.** This way, if there are any **excess items** they **can be donated among several local food pantries.** Ms. Myrah agreed to create the flyer and advertise the program. Plans are for it to **start November 1st and run through mid-December. Donations can be dropped off at the library.**

Public Comment(s) Session # 2: None.

Adjournment: 8:04 p.m. Ms. Randazzo motioned to adjourn. Mr. Priddy seconded; all in favor, motion carried.

Respectfully submitted,

Mary Craig, Board Secretary