

Monroeville Public Library Board Meeting Minutes

January 22, 2024

Meeting held in-person with virtual option

Called to order at 7:02 p.m.

Members present

- Crane, Michael (Secretary/Treasurer, Ward 4)
- Hoffman, Emily (Vice-President, Ward 6)
- Iszauk, Debbie (President, Ward 1)
- Lucas, Cindy (Ward 2)
- Meredith, Kelly (Ward 7)
- Payne, Ruth (Ward 5)
- Non-voting
 - Henline, Nicole (Library Director)
 - Rader, Alan (Assistant Director)
 - Bodziock, Pam (Assistant Director)
 - Poach, Eric (Municipality of Monroeville Council Representative)
 - English, Dave (Past President, ACLA Liaison)
 - Lindsey, Diane (Friends of the Monroeville Public Library)

Agenda

- I. Friends of the Monroeville Public Library
 - A. Have put together their calendar for the year, which includes a trivia night on Saturday, April 13 trivia night. Summer will be outreach at the Monroeville Farmers Market, just waiting for approval from organizers again. Second trivia night will be Saturday, October 19.
 - B. The Friends would like to join the book sale with the art collection/collectables sale. The Library has requested artwork that has been donated over the years get paired down. Will work to move artwork out of storage to free up space and will consider doing the sale earlier.
 - C. The Friends appreciate the thank you from the Children's room and in the newsletter.
 - D. The Friends will be an obstacle donor for Mini Golf
 - E. A Sarris Candy fundraiser is ongoing until March 22. Use group number 10-0717 when ordering.
 - F. Blanket event was a success and raised about \$3500. Hope to invite vendors back for future events.

II. Board Reorganization for 2024

A. Officer Nomination and Voting

1. Recording Secretary/Treasurer

Motion to nominate Mike Crane

Motion made by Hoffman

Seconded by Meredith

Discussion: Nomination accepted

Approved with unanimous vote.

2. Vice President

Motion to nominate Emily Hoffman

Motion made by Meredith

Seconded by Iszauk

Discussion: Nomination accepted.

Approved with unanimous vote.

3. President

Motion to nominate Debbie Iszauk

Motion made by Hoffman

Seconded by Meredith

Discussion: Nomination accepted.

Approved with unanimous vote.

III. Consent Agenda

A. Minutes - December 2023

B. Statistics - December 2023

C. Finances - December 2023 available in February 2024. Book Nook and Concessions from December 2023 shared.

Motion to approve Consent Agenda with the update that there is no Ward 4 opening and to record Lucas was present.

Motion made by Meredith

Seconded by Hoffman

Discussion: No opening in Ward 4, Add in Cindy Lucas to 12/18 meeting, was present

Approved with unanimous vote.

IV. Director's Report

A. Pitcairn update

1. Feels as though Pitcare is dissolving, but now working with Genesis, a 501(c)3 which has purchased the schoolhouse, is looking at historical grants, and have done improvements to stop further erosion of building.

Genesis want to create a community center. To that end, Henline meeting with RAD to discuss if their Transformative Grant can be used for planning to help envision what Community Center would look like (including community surveys and discussions, what services are needed/wanted, what operations would look like, viability study, help finding funding, and then architectural services).

There is a the possibility of asking for the Transformative Grant in two pieces: one for planning, another for funding for use.

Also will be potentially looking for a project manager for Pitcairn, to coordinate the scope of this project, as well as buy in the new municipal manager, both municipal councils, Pitcairn citizens, and other involved parties.

B. Strategic Plan update

1. The strategic plan is moving along. The draft is almost completed and will be ready to share with the Board. Another meeting scheduled with Deb of Strategic Solutions and the Friends of the Library this week.

C. Mini Golf

1. As a reminder, the Mini Golf fundraiser is February 24, please invite your friends and share the links to buy tickets. There will be a soft opening Friday, February 23 for Board members to test the course and make sure it is ready to go the next morning.
2. Thanks to Rader for logistics help, which in turn allow more money to be raised by building the course in-house. This Friday, January 26, putting greens will be constructed if anyone is available to help.
3. We have secured three hole sponsors so far, as well as one of the 19th hole sponsorships. Obstacle sponsorships are going fast.

D. New Municipal Manger

1. Met with new municipal manager, Alex Graziani. He has a focus on the health of the community, which includes the library. He also expressed support for strategic planning and less duplication of effort. He is planning on attending February's board meeting.

E. Children's Library Assistant

1. No longer have new children’s library assistant and will be reposting the job listing. For context, there are four children’s positions open in the region, so this does not seem indicative of a local issue.

V. ACLA Report

A. Hours discussion

1. When RAD approved this year’s funding, discussion was held about hours. Looking at evening and weekend hours throughout the county. Monroeville, like most libraries, is meeting the state minimum, which is seven hours of weekend time (any combination of Saturday and Sunday). Some libraries have done polling, and have found that Sunday’s is not the best day for their communities. ACLA will continue to educate the public about why hours are the way they are, including the realities of staffing and budget, as well as state requirements.

B. Board software

1. ACLA is also using Govenda, which announced a steep price increase. ACLA is currently testing new software, Boardable. English will report back as they use the software.

VI. New Business

A. Ward 3 vacancy

1. Joe Markosek did submit his letter of intent for the Ward 3 position. He was nominated at the January Monroeville council meeting and the vote to approve his nomination is scheduled for February.

VII. Old Business

A. Board Meeting Dates for 2024

Motion to approve 2024 board dates

Motion made by Hoffman

Seconded by Lucas

Discussion: The Board meeting listed as April 22 falls on Passover, will be moved to April 29.

Approved with unanimous vote.

B. Renewal of CD

1. Iszauk spoke with Dollar Bank and negotiated as high of a rate as possible (advertised consumer rates are higher than business rates). Locked in 4.5% on our CD for the year.

VIII. Committees

A. Fund Development

1. Mini Golf

- a) Hole sponsors are still needed, and a reminder to buy tickets. Volunteering looks good. Asking Board members to volunteer or buy ticket (or both), if possible. There will be a basket raffle, Meredith will coordinate baskets for events throughout the year (including one of the Friends' trivia nights).

2. Year-long sponsorship packets

- a) Packets have been finalized. This will serve as the pilot year, and have been sent to about 25 businesses of previous \$400 or higher sponsors from the last three years. Will be customizing a package for those businesses who express interest and already signed up to sponsor the mini golf. Based on this year's pilot, will launch the full program for 2025 in September of 2024.

B. Communications Working Group

1. Social media

- a) Starting a working group with the administrators of the library's social media accounts to coordinate calendars and not duplicated work.
- b) Lucas joining the working group.

C. Policies and Procedures

1. Room Usage, Library Programming vs. Public-Use Programming

- a) Will have finalized policy next month for Board to vote on.

2. Behavior Policy

- a) Will be added to queue for update. Specifically the repercussions need examined, as they have not been updated in over a decade.

3. Internet Usage Policy

- a) Also in the queue for update.

IX. Good and Welfare

- A. Hoffman received a thank you on facebook about the Library's "Read to a dog" program.

B. The library has received very positive comments about the availability of the Maker Lab.

X. Adjournment

Motion to adjourn

Motion made by Meredith

Seconded by Hoffman

Discussion: No discussion.

Approved with unanimous vote.

Meeting adjourned at 8:05

Action items

- Sign up to volunteer for mini-golf
- Purchase tickets for mini-golf, and share link to tickets with your friends and family
- Crane: Policy update for next meeting

Next scheduled Board meeting is Monday, February 26 at 7 p.m.