

Monroeville Public Library Board Meeting Minutes

February 26, 2024

Meeting held in-person with virtual option

Called to order at 7:01 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)
- Markosek, Joe (Ward 3)
- 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)
 - Rotunda, Tara (Friends of the Monroeville Public Library)

Agenda

I. Friends of the Monroeville Public Library

. Mini Golf

1. Congratulations to the staff for the wonderful event
2. Special thanks to the Friends for the baked good donations, set up and tear down volunteers, lots of social media post, and raffle basket donation, all in the support of the Mini Golf fundraiser.

A. Gateway School District art show

1. Art is being installed on Thursday, February 29. There will be a reception on Saturday, March 2 for the artists and their families, the Friends, staff and Board members are welcome to attend.

B. Backpack drive

1. In conjunction with the Gateway School District art show, a backpack drive will run March 1-22. Collection boxes will be near the gallery,

including a list of needed supplies. The drive will focus on 'grab-and-go' backpacks that will contain supplies for students to get them through the weekend until they return to school on Mondays.

C. Trivia Night

1. The trivia night is Saturday, April 13
2. Thanks to Alan Rader, tickets will go on sale online beginning March 18

D. Upcoming workshops

1. The Friends will be attending online workshops on Saturday, March 23 being put up by the Friends and Trustees Institute for the PA Library Association and PA Citizens for Better Libraries. The Friends will be joining both those organizations in order to attend.

E. Anthony's Pizza fundraiser

1. On Thursday, March 14, ([Pizza] Pi Day), from 11:30 a.m. to 10 p.m., mention the Friends of the Library and 20% of your total will be donated. Offer is good for both dine in and carry out.

F. Five Below

1. Fundraiser runs Saturday, March 9 through Saturday, March 23 at the Miracle Mile location. Must present a flyer, which can be picked up from the Library at time of purchase, and 10% will be donated to the Friends.

G. Sarris

1. Fundraiser continues through March 22, use code 100717.

H. Monroeville Council citizens night

1. Will be attending Citizens Night on Tuesday, March 5 in support of the Library. The meeting begins at 7 p.m.
2. Nicole Henline will have a press release available with talking points about upcoming focus groups and meetings so members of the Friends will be able to answer any questions that may arise.

II. Consent Agenda

- A. Minutes - January 2024
- B. Statistics - December 2023
- C. Statistics - January 2024
- D. Finances

Motion to approve Consent Agenda

Motion made by Meredith

Seconded by Lucas

Discussion: None

Approved with unanimous vote.

III. Director's Report

A. Mini Golf

1. Thanks to those who attended and volunteered.
2. 384 people attend between both sessions, which quadrupled the attendance from last year.
3. Thanks to Alan Rader, who oversaw the event, including building the course and organizing food for the evening session.
4. Thanks to the Friends for their support.
5. All but two holes and one or two obstacles were sponsored.
6. Thanks to Alice Rathjen for her fundraising connections.
7. In total, before expenses, the event brought in over \$11,000. Expenses are being calculated, with the largest being building the course.
 . Last year, the fee to rent the course was \$3,000.
8. Plans for renting the course out to other interested libraries will help to offset costs of storage and upkeep. Process and rates being finalized still.

A. Strategic Plan

1. Should have the draft soon, working on committee lists.
 - a. The plan will be a two to three year internal plan
2. This plan will most likely be required by some grants we'll be applying for.
3. Monroeville Recreation and Parks are doing their own plan, which may be able to be used as supplemental information when we apply for certain grants

B. Children's Librarian

1. New children's librarian has been hired.
2. In addition, Pam Bodziocck conducted exit interviews with some previous hires in this position to determine what improvements can be made. All responded that they liked the staff and were treated well. A common theme was that even though their responsibilities were laid out during the hiring process, their expectations did not match. Unfortunately, this seems like a disconnect in the higher education system not preparing graduates for the realities of a modern library, but the information is good to be aware of.

III. ACLA Report

C. MPL representation

1. As way of comparison of events, the Sharpsburg Library had their chili cookoff this past weekend and were thrilled to have 60 people, in comparison to our almost 400 at mini golf. Both successful events, but reinforces how well Monroeville Public Library represents ACLA.

D. RAD

1. As a observation, Dave English was recently in New York City where he passed by numerous branch libraries, none of which were open on Sundays for budget reasons.
2. Previously RAD asked about weekend hours, and we were straightforward in our response.
3. As we told RAD in our response, in the future if we find the community wants Sunday hours, we would love to accommodate that need, but will need RAD funding to do so.

E. Visit to Harrisburg

1. ACLA will be visiting Harrisburg in three weeks to talk with State Representatives and State Senators and remind them the good work that ACLA does.
2. Last year, funding remained level, and the Governor has that proposed again for this year.
 - a. Two years ago was the first time in 13 years there was an increase for library funding
3. Will be asking for a slight increase

F. Funding formula

1. Nicole Henline and the funding force are about to begin working on new formula for RAD fund distribution. Process will be ongoing.

G. Strategic planning

1. ACLA last year approved their own strategic priorities for an annual plan.
2. RAD requires a five year plan and ACLA's is about to expire.
3. ACLA just had a retreat, and will be completing their strategic planning process with a focus on assisting member libraries. The plans will include:
 - a. Futurecasting: trends, new patron habits after pandemic
 - b. Salary and wages: know that libraries are losing ground across the board
 - c. Regional opportunities for programming and support
 - d. Promotion and advocacy for all libraries
 - e. Technology upgrades
 1. There was a recent article in the *Post-Gazette* which helps to raise awareness of the needs ACLA has, and serves as a way to thank RAD for their contributions
 - f. Training for staff and board members
 - g. Shared services from ACLA
4. If you have any suggestions for ACLA's plans, please send to Dave English

III. Old Business

H. Pitcairn/Transformative grant update

1. No update at this time
2. Floated idea to select RAD board members of the plan to use this grant to hire someone to do further grant searching, planning, and community outreach. That was met with positive response.
3. Will need additional grants to plan the Point of Service, but will be dependent on the research done first and when RAD Does their next round of Grant to plan the point of service. Dependant on when RAD does their next round of funding.
4. Will put together first write-up to be ready to pitch to Pitcairn council and prepare Memorandum of Understand for Genesis.

I. Expansion/Capital campaign

1. Eric Poach suggested that we need a name for the project, which will help to keep at forefront of minds and easier to reference.
2. Is working on potential land use issues, mostly between various owners of the lots between the library and Route 48. The land behind the Library is fine to use.
3. Will be working on property taxes. Does not anticipate being an issue from the School District or the Municipality. Will be working on any issues that come up from the County.

III. Committees

J. Fund Development

1. Mini Golf

- a. Wonderful event, and thanks to all who did work behind the scenes to make it a successful event

2. Donor Party

- a. Donor Appreciation Party on Saturday, April 20. Everyone who donated, at any amount, in 2023 will be invited. The event will also start to showcase memorabilia as we begin to celebrate the Library's 60th anniversary.

3. Wizard of Oz Tea

- a. Next fundraiser to be held Sunday, June 2, at the Christ the Divine Shepherd (Saint Bernadette) Lourdes Center
- b. Informations already sent out to past table hostesses
 1. Eight per table (including host)
 2. Recommended for ages 10 and over
 3. The children's department will be doing a mini tea two weeks before
- c. There is room to expand from last year
- d. We will need volunteers and cookies

K. Communications Working Group

1. Social media

- a. Setting date for first meeting, Meredith and Lucas will be heading up efforts, along with Pam Bodzioc
- b. Two main goals:
 1. Set a timeline for event promotion and create a template to be used during that timeline utilizing a variety of platforms.
 2. Organizing fun content with a theme to augment the already well established day-to-day posting the Library staff is already providing.

L. Policies and Procedures

1. Room Usage, Library Programming vs. Public-Use Programming
 - a. Non-Smoking Policy and Unattended Minors Policy
 1. Both of these policies mentioned in the Meeting Room Usage Policy, so made sense to update them at the same time.
 2. Unattended Minors Policy updated for clarity and grammar.
 3. Non-Smoking Policy updated to include outdoor areas and vaping/e-cigarettes
 - a. As we move forward with the Discovery Gardens, as well as continue outdoor events such as Fun Fest, policy needed to reflect that those areas/events should be non-smoking.
 4. Non-Smoking Policy will be sent to Municipal Manager Alex Graziani to ensure it is consistent with other municipal non-smoking policies.
 5. Will be sent to Municipal Manager Alex Graziani, Send to Alex, strike out 'in two marked areas' Add sidewalks.

Motion to approve Unattended Minors Policy and Non-Smoking Policy with revisions noted below.

Motion made by Meredith

Seconded by Lucas

Discussion: Add 'sidewalks' to list in second paragraph. Strike 'except in the two marked areas.' Send to Graziani to ensure it is consistent with municipal policies.

Approved with unanimous vote.

- b. Meeting Room Usage Policy
 1. Policy combines multiple information, guidelines, and policies to have all information in one place.
 2. New online calendar and reservation system, purchased by EIN, will allow for online booking and payment.
 - . The system will show events on a calendar, distinguishing between Library and non-library events, as well as contact information for both.
 3. Policy was also updated to reinforce the library as a public resource and as a reminder of the prioritization of library events.

Motion tabled to adjust pricing. Specifically looking at commercial rates, non-profit fees, adding a personally event rate, and to align pricing with the non-resident structure that the Recreation and Parks Department uses.

2. Behavior Policy, Internet Usage Policies
 - . Will be looked at next after Room Usage Policy is finalized.

VII. Previous action from Executive Session

A. Nicole Henline sought authorization to sign a document to move forward with a Keystone grant for \$2 million.

1. The grant specifies that it must be used for a community center project, which the Library and its future capital campaign fits that description.
2. Will be zoning issues to examine, and other Monroeville council members will need to be consulted with for their expertise.

Motion to authorize Henline to sign Arkos document

Motion made by Meredith

Seconded by Hoffman

Discussion: None

Approved with unanimous vote.

Previously discussed in Executive Session on January 22, 2024.

VIII. Adjournment

Motion to adjourn

Motion made by Kelly

Seconded by Lucas

Discussion: No discussion.

Approved with unanimous vote.

Meeting adjourned at 9:01 p.m.

Action items

- All - Donations will be accepted for the backpack drive beginning on March 1
- All - Anthony's Pizza fundraiser is March 14
- All - Five Below fundraiser runs March 9 through March 23
- All - Sarris fundraiser continues through March 22
- Rader - Send Rotunda Canva file for Trivia Night tickets
- All - Any ideas to improve Mini Golf event, please send to Rader
- All - Call your Pennsylvania State Representative and Senator in conjunction with ACLA's visit to remind them of the importance of library funding
- All - Brainstorm name ideas for the capital campaign/project
- All - Attend Citizens Night with nametags and/or Love your Library shirt
- Poach - Investigate county tax issues with upcoming project
- All - Volunteer considerations for the Wizard of Oz tea including table hosting
- Henline - Send Non-Smoking Policy to Graziani for comments
- All - Comments on Room Usage Policy to Crane
- All - If you would like to donate for raffle baskets provided by the Board at various events throughout the year, reach out to Meredith

Upcoming Events

- Gateway School District art show opening reception is Saturday, March 2
- Monroeville Council Citizens Night is Tuesday, March 5
- Trivia Night is Saturday, April 13
- Donor Party is on Saturday, April 20
- Wizard of Oz tea is on Sunday, June 2

Next scheduled Board meeting is Monday, March 25 at 7 p.m.