

## **Monroeville Public Library Board Meeting Minutes**

March 25, 2024

Meeting held in-person with virtual option

Called to order at 7:04 p.m.

### **Members present**

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

### **Agenda**

#### I. Friends of the Monroeville Public Library

##### . Backpack Drive

1. The backpack drive was a success. There are still some boxes scheduled to be picked up.

##### A. Fundraisers

1. Many thanks to those who participated in the fundraisers through Anthony's, Five Below, and Sarris Chocolates.

##### B. Friends and Trustees Virtual Institute

1. The Friends had good attendance at the Friends and Trustees Virtual Institute on Saturday, March 23, and took away some very good ideas from the speakers. They are currently looking at a few changes to their structure, and will make sure the history of the group is preserved.

##### C. Trivia night

1. Thanks for the library staff for their assistance with ticket sales. Will drop off baked good and raffles prizes the day before.

##### D. Donor Party

1. Looking forward to the donor party, and will encourage their members to volunteer.

##### E. Artwork

- 1. Thanks to Radar to making some space in the stairwell. Currently moving quite a few pieces to free up more space in the building.

F. Fun Fest

- 1. The Friends will once again be a sponsor of Fun Fest.

II. Consent Agenda

- A. Minutes - February 2024
- B. Statistics - February 2024
- C. Finances - Updated December 2023 Profit and Loss

Motion to approve Consent Agenda

Motion made by Meredith

Seconded by Hoffman

Discussion: None.

Approved with unanimous vote.

III. Director’s Report

A. Strategic Plan

- 1. Working with Deb and Jackie, will put together an ad hoc governance committee. Crane, Iszauk, and Lucas are meeting with Jackie via zoom, and will plan on three meetings. May bring in Meredith at a future meeting to discuss Fundraising.

A. Pitcairn update

- 1. Draft of MOU to share with Genesis is almost complete. Will be looking to RAD for money to hire someone to do the research and community building to examine what a point of service could, and should, entail, as well as where funding for that point of service would come from.

Received a call from Monroeville Council member Adams and explained we are not opening a Pitcairn branch, but examining the process instead, and he was in support.

2. Summer Program

- a. Hope Benson, the head of the children’s department, in planning of the summer program, is working with First Ptcairn to use space at the Pitcairn Park Building when Gateway School District is service free lunches, and will be taking the Library To Go. This will happen at least twice a month.

B. Summer Program

- 1. In conjunction with plans for the Summer Reading Program in Pitcairn (above), Benson has been reaching out to apartment complexes to hopefully be able to reach children who otherwise would not able to get

the library over the summer, both in Pitcairn and Monroeville.

All apartment complexes so far have been delighted to offer space for Benson, and the principal of University Park Elementary will join when able.

2. The Summer Reading Program's theme is a map, which folds out and provides the chance to color and fill in spaces. Children participate, and are registered, just by using their map, they do not need to physically come to the library.
3. The cost for the maps will be about \$2,500, which the Friends inquired about sponsoring.

#### C. Accounting Update

1. ACLA is going through an accounting change over due to personnel changes and looking for new accountant. In the short-term, we should expect some delays, but ACLA staff will help as needed.

#### D. 2024 Annual state report

1. The report has been signed and submitted.

#### E. Fun Fest

1. UPMC has already signed on to support.

### III. ACLA Report

#### F. ACLA staff changes

1. Amy Gilligan (Director of Finance) is leaving and we should expect some change, and some delays, but hope is for a quick transition.

#### G. ACLA General membership meeting

1. The general membership meeting is Thursday, March 28, all are invited to attend.

#### H. Funding

1. The request to the state for funding asks for a 4% increase (after level funding last year). Governor Shapiro has us at level funding. Please talk with state representatives and senators if possible to encourage more funding.
2. \$150,000 is going to be used for book vending machines in economically challenged families and children. Will be placed in locations such as the jail visitor center, courts, and Childrens Hospital. Children and families will be able to receive or earn a token to choose a book from the machine.

#### I. Vivian Ann Davison Hewitt Initiative

1. There will be a lecture on April 9 to launch the Vivian Ann Davidson Hewitt Initiative. Hewitt was the Carnegie Library of Pittsburgh's first Black librarian, working in the 1940's. The lecture will be given by Dr. Carla Hayden, the 14th Librarian of Congress.

J. County Executive

1. There has not been a meeting yet between ACLA and Sara Innamorato, and she still needs to appoint two members to RAD; the current president and vice-president are appointees from Rich Fitzgerald.

III. New Business

K. No new business

III. Old Business

L. No old business

III. Committees

M. Fund Development

1. Mini Golf

- a. Mini golf was a huge success, and the committee is working on terms of future retinal agreements. The goal is not to rent the course out as often as possible, but enough to cover maintenance, upkeep, and storage. Libraries will have priority over other organizations, and groups will be able to rent out all 18 holes, or just a portion of them.

2. Donor Party

- a. The donor party is Saturday, April 20, please make sure to RSVP to Rose. The link for volunteers will be going around, and they will be looking for baked goods donations as well.

3. Wizard of Oz Tea

- a. The Tea fundraiser is Sunday, June 2. Table host sign-ups will go out to general public shortly. The link for volunteers will also be coming out shortly, we will need help with cookie baking, set up, clean up, etc. We are standardizing the food and rethinking some small details from last year.

Those who sign up as table hosts have until April 19 to purchase their entire table at a discount. This is optional, but will save the staff considerable time and effort coordinating seating and ticketing for the event.

If there are still table host positions available, they will be available at the Donor Party. After which, single tickets will go on sale.

4. National Library Week

- a. National Library Week begins April 7. There will be small treats for the patrons, thanks to Rose and Alice.

5. 60th Anniversary celebration

- a. Library communications will feature the 60th anniversary logo, and small celebrations will continue throughout the entire year..

N. Communications Working Group

1. Still coordinating first meeting.

O. Policies and Procedures

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

- a. Waiting on comments from Graziani, hope to have policy to vote on next month.

2. Behavior Policy

- a. Will be worked on after room usage policies finalized.

III. Adjournment

Motion to adjourn

Motion made by Meredith

Seconded by Crane

Discussion: No discussion.

Approved with unanimous vote.

Meeting adjourned at 7:51 p.m.

**Action items**

- All: Contact state representatives and senators about funding
- All: Volunteer sign-ups will be going out for the Donor Party, as well as the Wizard of Oz Tea.
- All: Table host opportunities for the Wizard of Oz Tea.

**Upcoming Events**

- March 28: ACLA general membership meeting
- April 9: Vivian Ann Hewitt Davidson Lecture
- Beginning April 7: National Library Week
- June 2: Wizard of Oz Tea

Next scheduled Board meeting is Monday, April 29 at 7 p.m.