

Monroeville Public Library Board Meeting Minutes

April 29, 2024

Meeting held in-person with virtual option

Called to order at 7:09 p.m.

Members present

- Iszauk, Debbie (President, Ward 1)
- Hoffman, Emily (Vice-President, Ward 6)
- Crane, Michael (Secretary/Treasurer, Ward 4)
- Meredith, Kelly (Ward 7)
- Payne, Ruth (Ward 5)
- Markosek, Joe (Ward 3)
- 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. The trivia was a success with \$2,200 made. Thanks to the board for the chocolate basket. The check from ACLA was recently received, and will be sent to the Monroeville Public Library board. Funds raised will be used for the Summer Reading Program.
 - B. The Friends will be at the Monroeville Farmers Market from June 15 through July 6, every Saturday morning.
 - C. The Friends have a vacancy of their treasurer and are still seeking someone to fill this volunteer position.
 - D. The Friends' Annual meeting will be held on Wednesday, May 15 in Yolanda's room at 7 p.m.
 - E. The Gallery space will feature Morgan Anders in May, and the show for June is ready as well. There will be gallery reception on May 18 from 6 to 8 p.m.
- II. Consent Agenda
 - A. Minutes - March 2024

1. Spelling error in the Friends report, as well as not having voted on their fun fest sponsorship.

B. Statistics - March 2024

C. Finances - March 2024

Motion to approve Consent Agenda

Motion made by Meredith

Seconded by Hoffman

Discussion as above, changed made and minutes will be updated

Approved with unanimous vote.

III. Director's Report

A. Strategic Plan

1. General goals and objectives sent out.

B. Pitcairn Update

1. No update at the moment. Work continues to find the right way to approach Genesis to continue a working relationship with them in the future.

C. Accounting Update

1. ACLA will be conducting interviews this week to fill their accounting positions. Will have reports again once filled.

D. Building update

1. A conversation was had with the leadership of the Senior Center. Resulting from that, we are now looking at a campus-wide plan that would include the Senior Center, TV Station, Recs and Parks, as well as the Library. Spoke with Municipal Manager Graziani, who will meet with the architects to see what that might look like; the Senior Center and Municipal manager will help pay for some of the architect fees. A meeting will be scheduled with the Senior Council after work is done with the architect.

This will result in a larger, and longer project, but a better working relationship with other departments, as well as in the community.

Thanks to the Friends who were the first run through for the future community meetings. These community conversations are currently on hold as we revamp for new materials and questions from the changed scope of the project.

The two million dollar grant was submitted. While the project submitted has changed a bit, what was submitted is going to part of a larger project. As long as we get the grant, we will be able to fulfill its terms based on the work ahead of us.

2. Government Relations

Poach has upcoming meetings in Harrisburg, Markosek will try to help him set a meeting with Representative Brandon Markosek.

3. Summer Interns

We have the possibility of having three interns this summer. ACLA will be getting more social work interns, and there is a chance that one may be located here.

4. Grabel Grant

The Grabel Grant for outreach program was received. Working with two other partner libraries to find the rest of the money to fill the position for two years.

IV. ACLA Report

- A. Director of Finance position should be filled soon, there were more applicants than expected.
- B. Monroeville received PC Refresh money from RAD, and it should be rolling out shortly.
- C. ACLA received a grant from the Hillman Foundation for new wireless access points. Currently there are over 370 access points available to be checked out across the county, but need to be updated. This grant will allow for the updates, as well as increase that number to 440.
- D. The programming team is using MPL's programs has a framework for other county libraries, and English thanked Henline and the entire staff for providing programming ideas for other libraries to use.
- E. The push for RAD Passes is on, with more than 25 organizations participating in the Summer Staycation program. There has already been lots of interest from the community, even though the program has not yet launched.

Those checking out the extra passes being provided for this summer must be an Allegheny County resident. Anyone with a library card can use the regular passes..

- V. New Business
 - A. No new business
- VI. Old Business
 - A. Thank you notes from a patron were shared, as well as the invitation to the donor party. A thank you note to the board for their gift for National Library Week was also shared.
- VII. Committees
 - A. Fund Development
 - 1. Donor Party
 - a) Nothing but positive feedback from donor event. Lots of feedback that it was nice just be thanked and the event was not another ask for money, as well as the low-key format of the evening.
 - b) RSVPs capped at just under 200, but about 50 people who RSVP'd but did not attend.
 - 2. Tea
 - a) Currently there are 130 tickets sold, which is more than have ever had at the tea, and new tables were added to accommodate.. There are about 20 tickets left.
 - b) Plans and procedures are in place to fix the food/cookie tables issues from last year ensuring a smoother operation. Volunteers are able to go in on Saturday to set up, when there will also be a hostess meeting.
 - 3. Fun Fest
 - a) Preparations are in full-swing. Sponsor letters have been sent out and we have already received some large commitments.
 - b) This year's programming feature will be Bluey.
 - 4. Mini golf
 - a) Working on course rental agreement for other organizations.
 - 5. Gift
 - a) The daughter of a long-time volunteer made a donation for children's programming and the discovery garden. Working on language to help with this as project changes.

B. Communications Working Group

1. Meeting not yet held (was scheduled for new computer day, so postponed), but it is not time sensitive. The goal is to develop a plan to test at the end of 2024 and in the beginning of 2025 which will include a full year of content.
2. Graziani is picking up on communication issues throughout the municipality and working on planning for the entire municipality.

C. Policies and Procedures

1. Room usage, library programming vs public use
 - a) Waiting on comments from Graziani
2. Behavior policy
 - a) Waiting to start until Room Usage policy is finalized

Motion to adjourn made by Kelly

Seconded by Hoffman

No discussion

Approved with unanimous vote.

Meeting adjourned at 8:26

Action items

- Henline: Circulation and patrons memo to Graziani

Upcoming Events

- May 15 - Friends of the Library annual meeting
- May 18 - Gallery reception

Next scheduled Board meeting is Monday, May 20 at 7 p.m.