

Monroeville Public Library Board Meeting Minutes

June 17, 2024

Meeting held in-person with virtual option

Called to order at 7:02 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)
- Markosek, Joe (Ward 3)
- Non-voting
 - Henline, Nicole (Library Director)
 - Bodziock, Pam (Assistant Director)
 - English, Dave (Past President, ACLA Liaison)
 - Lindsey, Diane (Friends of the Monroeville Public Library)
 - Deb Thompson (Strategy Solutions)
 - Alex Graziani (Municipal Manager)

Agenda

- I. Friends of the Monroeville Public Library
 - A. Art from storage has been brought out and will be for sale. Thursday June 27, from 3 - 4 p.m. will be a preview and it will then open to public at five. The sale will run for the month of July.
 - B. The Friends will be cutting the check for Fun Fest in support of the table for Bluey.
 - C. The Monroeville Farmers Market has been a success, where the Friends have sold raffle tickets and directed man to the programs at the library.
 - D. The Friends will be holding a 60th anniversary (of the Library) party in November.
- II. Consent Agenda
 - A. Minutes - March 2024 Corrected
 - B. Minutes - April 2024
 - C. Statistics - May 2024
 - D. Finances - March 2024

E. Finances - April 2024

Motion to approve Consent Agenda made by Meredith.
Approved with unanimous consent

III. Director's Report

- A. Gloria Remaley, a former long-time staff member has died. The Library has received memorial donations.
- B. Daughters of Pat Bailey, a long-time volunteer who had previous died, reached out to let us know that her husband also died. The daughter are moving forward with a donation from their parents' trust: a one time donation of \$15,000 for children's programing and the discovery garden. They expressed an interest about yearly donation to programming like the discovery garden.
- C. Alex Graziani
 - 1. Welcome and introduction of Alex Graziani. He spoke of the importance of libraries, and the position they hold in the community. He expressed that when we interact with government officials on Library business, to please know that we have a friend. He also expressed how impressed he has been with how the library has bounced back after the pandemic.

D. Strategic Plan

- 1. Deb Thompson discussed the possible board structure based on the strategic plan. She explained the functions that the board should be doing to support the strategic plan.
- 2. Thompson reminded us that the subcommittee meetings do not need to be monthly, and we will be working out a cadence to keep the time commitment burden low.
- 3. Committees are to work on implementation and to vet proposals on behalf of the board, and then make recommendations to the full board.
- 4. Proposed committee structure:
 - a) Executive committee - Made up of the board officers
 - (1) Liaison to Executive Director
 - (2) Reviews Executive Director's performance
 - (3) Responsible for keeping the strategic plan updated and monitored
 - (4) Makes emergency decisions when needed

(5) Proposed composition: Iszauk (chair), Hoffman, Crane

b) Finance committee

(1) Responsible, along with the Executive Director, for budget

(2) Financial oversight

(3) Audits as necessary

(4) Investment management decisions

(5) Proposed composition: Crane (chair), Hoffman, Iszauk

c) Governance committee

(1) Responsible for board orientation, engaging board members and measuring performance

(2) Board composition

(3) Will have Bylaws updated at least every three years

(4) Proposed composition: Crane (co-chair), Lucas (co-chair), Poach

d) Program committee

(1) Responsible for quality programming, measuring outcomes, and impact monitoring

(2) Program oversight (Library staff to execute programming)

(3) Proposed composition: Meredith (co-chair), Payne (co-chair), Lucas

e) Development committee

(1) Responsible for fundraising, major giving, endowment building

(2) Fundraising events and financial stewardship

(3) Proposed composition: Meredith (chair), Markosek

E. The Libraries Advisory Council and EIN have a grant opening with a 60 day window. Can be used for 20-200 laptop computers to be used for purposes such as tutoring, job seeking, and helping people connect to the internet. The laptops can be used to be borrowed, or as part of a larger initiative.

IV. ACLA Report

- A. The new finance director Shelly Sullivan started today, so we should see accounting updates soon.
- B. Henline is chairing the RAD funding formula taskforce. The formula will be staying the same for next year, and the taskforce will look at a more permanent solution for the formula for the future.
- C. The RAD Board has new appointees named by County Executive Innamorato. She kept one appointment from the previous administration, who is the current chair. All her appointments have community based backgrounds and are education centered.
- D. The ACLA request to the state for book vending machines was approved. These will be in places like children's hospital and the jail. The cost was underwritten by state funding.
- E. Geneal membership meeting next Tuesday.
- F. ACLA is undergoing a very similar process to what we are doing as they examine their own strategic goals and board makeup.

V. New Business

- A. Invitation to walk with the MPL staff in the Independence Day Parade. The Children's Department has chosen the theme "Don't be chicken, check out your library." Hats will be available. Contact Nicole if you'd like to join.

VI. Committees

A. Fund Development

1. The tea was very successful. Final numbers are still being processed, but the event grossed over \$8,000. Expenses were a bit higher, mostly in more food, but there were six more table hosts than last year, bringing it to 21 tables. Most tables had eight, some had nine or ten, for a total of around 180 people. This is the maximum, and we will not look at a larger venue.

Next year's theme is Charlie and the Chocolate Factory. We may increase the ticket costs and we will have sponsorships for 2025.

This year's event made it onto the front page of the *Times Express*. Thanks to the staff, board, friends, and volunteers.

2. Fun Fest is August 24, signup sheets for volunteering will be forthcoming.
3. Will be setting 2025 calendar at next meeting, as well as finalizing sponsorship opportunities.

Motion to adjourn made by Markosek

Seconded by Meredith

No discussion

Approved with unanimous vote.

Meeting adjourned at 8:15 p.m.

Action items

- Bodzioc to send 60th logo to Friends.

Upcoming Events

- ACLA Meeting, June 25
- Art sale, June 27 preview and opening (through July).
- Independence Day Parade, July 4
- Fun Fest, August 24

Next scheduled Board meeting is Monday, July 22 at 7 p.m.