

Monroeville Public Library Board Meeting Minutes

July 22, 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)
 - Rader, Alan (Assistant Director)
 - Bodzioc, Pam (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
 - A. Thank you to the entire staff and the patrons for the successful art sale. Any remaining rare vintage books will be donated. The sale finishes on July 23.
 - B. The new art show will be installed in the gallery space on July 25 and 26.
 - C. Many thanks to the volunteers who helped at the Monroeville Farmers Market. The Friends finished their scheduled dates for the year.
 - D. The Friends will be donating a raffle basket for Funfest, as well as planning their booth for around 750 youth.
 - E. The Friends will be throwing a 60th birthday party for the Library on November 2, 5 - 7 p.m. It will be a free event.
 - F. For the Book Sale (September 20 and 21), Rader will check on getting larger bags for members of the Friends, although some items will be individually priced. No Kona Ice fundraiser at the Book Sale this year, as it was not profitable enough with the event now being held inside.
 - G. Five Below will run a fundraiser for the Friends August 3-17.

- H. Max and Ermas will be hosting a fundraiser for the Friends October 9.
 - I. The next trivia night is scheduled for October 19.
- II. Consent Agenda
- A. Minutes - June 2024
 - B. Statistics - June 2024
 - C. Finances - May 2024
- Motion to approve Consent Agenda
Motion made by Meredith
Seconded by Markosek
Approved with unanimous vote.
- III. Director's Report
- A. Finances
 - 1. The financial records show the library going into deficit, but that includes \$125,000 for Arkos, which was will be coming from savings, not the budget as shown.
 - B. Grant updates
 - 1. Staunton Farms Foundation is coming to visit next Tuesday. They gave the MPL a \$12,500 grant two years ago for health and wellness programming. This year, we asked for \$28,000, which will include childrens, teens, and adult programming.
 - 2. The McElhattan Foundation invited us to submit for a third year and the documentation for that application is being finalized.
 - 3. Working with Plum and Penn Hills for a shared grant for outreach position. There is money from a grant from the Grable Foundation, but more specifics of the position will need to be finalized, and more grant funding will need to be secured, before the money can be used for this purpose.
 - C. Strategic Plan
 - 1. Next step is to have Deb and Jackie train everyone on committees. We will ask them to train everyone at the next board meeting in August.
 - 2. Iszauk, Crane, and Lucas are working on draft board orientation template and manual.

3. Henline will get a list of proposed committees and responsibilities to share, as well as upload those documents to Govenda. Rader will look at feasibility of reusing retired android tablets for Board members.

D. Fun Fest

1. Volunteers are always needed. Bluey is coming from 1-3 to have pictures taken with her, and we expect that to be well received. Bodziocck will send out sign-up sheet for volunteers, feel free to share link with anyone else volunteering (and encourage them to do so). Volunteers are provided a meal voucher. Volunteers need to make sure they have their clearances up to date, which are free, but need updated every five years, please check with Rose Shirer if you are unsure if clearances need updated.

E. Summer help

1. Thank you to Monroeville Council, Poach, and Municipal Manager Graziani for getting us summer help. Had the equivalent of one and a half people, and are soo happy with the work they did.

IV. ACLA Report

- A. At the June meeting, worked on funding for 2025. RAD has recommended that we ask for a 5% increase from the state. Revenues coming in are lower than hoped for or expected, so asking for 5% may actually mean a 3% increase. ACLA's board remains hopeful and approved a request for a 5% increase, which was submitted to RAD
- B. Usage of electronic resources outpaced everything expected. From 2022 to present, Overdrive has increased 10%. Last year, ACLA recommended libraries expect a 2.5% increase over the year before. This year, ACLA is recommending libraries budget for a 23% increase for next year to help compensate.
 1. MPL has to spend 12% of budget in materials, so in years past, we have spent money to get e-resources since we are at or near capacity for physical items, our budget increase will be in line with that.
- C. State did not increase funding to libraries as requested, but instead kept it level. ACLA had asked for a modest 4% increase, but the state is focused on k-12 education instead of public libraries. Will attempt again for next year.

V. New Business

- A. 2025 draft calendar shared. Discussion of events, Night Markets, Fun fest, mini golf, and other possible future events. The next step is to create a communication plan for these events. Sponsorship packages are being put together.

VI. Old Business

A. No old business

VII. Committees

A. Fund Development

1. The tea was incredibly successful. Sold out the hall, but will not be adding any more tables in future years. Final numbers show that the event made just under \$5,100 dollars, about \$300 more than in 2023. This included many one-time expenses (trays, tea services, etc., totalling \$750 - \$1,000).

There will be some small tweaks for next year, and we are exploring new options for food, as well as looking at ticket prices. The event will once again be held at the Lourdes Center.

Upcoming Event

- August 3-17 - Five Below Fundraiser through the Friends
- August 8 - End of Summer reading party
- August 24 - Fun Fest
- September 20-21 - Book Sale
- October 9 - Max & Erma's Fundraiser through the Friends
- October 19 - Friends Trivia Night
- November 2 - 60th Birthday Party thrown by the Friends

Action items

- Sign up to volunteer for Fun Fest (look for e-mail from Bodziock)
- Rader - Ask about municipal popcorn maker for events

Motion to adjourn made by Meredith

Seconded by Crane

No discussion

Approved with unanimous vote.

Meeting adjourned at 8:33

Next scheduled Board meeting is Tuesday, August 27 at 7 p.m.