

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

September 22, 2024

Meeting held in-person with virtual option

Called to order at 7:01 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)
  - English, Dave (Past President, ACLA Liaison)
  - Lindsey, Diane (Friends of the Monroeville Public Library)

### **Agenda**

- I. Friends of the Monroeville Public Library
  - A. Congratulations on another successful book sale, happy to have the Friends assist with the event.
  - B. There will be an artist's reception on September 23 at 6 p.m. for new show.
  - C. October 9th is a fundraiser benefit at Max and Erma's, a portion of sales will be donated back to the Friends.
  - D. October 19th is the next trivia night. Doors open at 6 p.m. and the trivia runs from 7 to 9 p.m. Tickets can be purchased online beginning October 1.
  - E. November 2nd from 5 to 7 p.m. is the 60th Birthday Party. The event is free and open to the public. The Friends have asked for a proclamation/citation from the Monroeville Council. Among other things, there will be a table illustrating what gifts to the library purchase.
- II. Consent Agenda
  - A. Minutes - August 2024

1. Change minutes to reflect the Staunton Farms Foundation grant application was for \$26,000, not \$28,000.

B. Statistics - August 2024

C. Finances - August 2024

Motion to approve Consent Agenda

Motion made by Meredith

Seconded by Hoffman

Discussion of change to August 2024 minutes.

Approved, with above change, with unanimous vote.

III. Director's Report

- A. Thanks to everyone who helped with the book sale. If you see Bill, make sure to thank him for the work he put in on the event, and to Pam for organizing all the volunteers. We made just under \$4,000, which is more than last year.

We will need a bigger space in the future, and will be asking the municipality about options for a larger space for next year's sale.

- B. The 2025 Draft Budget is ready to be presented to the Municipal Council. The budget hearing will be Thursday, October 24. The meeting starts at 6:30, although the Library has historically not been first. The budget only asks for a 3% increase to staff, mirroring what council is giving to other nonunion municipal employees.

Thanks again to the Friends raising money for the LED light fixtures, we have already seen large savings on the electric utility bill, and will continue to see that next year as well.

Motion to submit budget to council

Motion made by Crane

Seconded by Markosek

Approved with unanimous vote.

C. Grant updates

1. PNC Charitable Trust - We have received a \$20,000 grant towards the outreach position to be shared with Penn Hills and Plum. In addition to the \$40,000 we have already received from Grable, this takes us to \$60,000 for a 2-year period, almost half-way to our goal.

The Grable grant will be administered by MPLF. This PNC Charitable Trust Grant will be administered by Plum Public Library. This was done

so that MPLF can still apply to PNC Charitable Trust in 2025 for the After School Program.

2. Staunton Farms Foundation - We were awarded \$26,000 towards programming, with an emphasis on mental health and wellness.
3. McElhattan Foundation - A meeting is scheduled for September 30th to discuss the grant for the Teen After-School Program, and we are hopeful to find out in December. We applied for \$25,000.
4. Mary Hillman Jennings Foundation - Applied for \$25,000 for the Teen After-School Program for 2025. Rolling application, so unsure of when we will hear back.

#### D. Staff updates

1. Olivia resigned after 2 ½ years, and the full-time position has been posted, and interviews have begun to be scheduled.. Olivia indicated it was a personal decision and had nothing to do with the library.

The previous residency requirement no longer an issue, and we are seeking applicants with a Bachelor's degree and two years experience with children. The position does not require a Master's Degree due to the salary being offered.

#### E. Building Updates

1. Five HVAC control units above Public Computers, B.Y.O.D., MakerLab, and back offices have been replaced as of September 19.
2. New Roof installation started September 18 with anticipated completion by October 1.
3. Security system upgrade (Municipal Project) has yet to be scheduled. We approved and started the payment process for the Alert system for solo Children's staff. This project will be completed at the same time as the larger security system upgrade.
4. Exploring potential for opening the Toy Lending Library in our current space. Henline discussed funding options with the Friends, and we need to explore cost of shelving and hire Children's staff replacement before implementation.
5. Cost estimates for needed building maintenance projects have been shared with Graziani.
6. Discovery Garden - Economic study should arrive within the next few weeks. When that is in hand, next step is contracting to have a Capital

Campaign Capacity Study completed. This would need to be put out for bid because of the cost.

7. Still waiting to hear on the DCED grant award process.

F. School District

1. Cleveland Steward Elementary has historically been able to use some of the parking spaces in the Library lot. Recently, the number they are using has doubled, leading library patrons to not have a place to park. Henline reached out to the school principal to find a solution, who was receptive. We will explore their help identifying who else is using the lot by assigning placards for their staff and faculty to use.

IV. ACLA Report

- A. Thanks to everyone's efforts in support of Love Your Library month. A reminder to donate before the end of September 30. Many grantors look to see if Board is 100% participating in supporting our library, so this is extra important.

ACLA was featured on "Pittsburgh Today Live," at the Whitehall Library, highlighting the match from the Jack Buncher Foundation representative, and has seen more activity at the county level.

With one week left, ACLA has raised \$9,100 through direct donations (not including any book sales).

V. New Business

- A. The Mini Golf Loan Agreement is ready for use, pending final approval from the Municipal Attorney. Two libraries want to use the course, Murrysville in November and Altoona right after ours, and will be charged \$1,500. In addition Findley Township is also interested.

The agreement stipulates that they are responsible for picking up the course materials and bringing them back.

Motion to approve agreement, pending approval by municipal lawyer

Motion made by Payne

Seconded by Markosek

No further discussion

Approved with unanimous vote.

VI. Old Business

- A. Strategic Plan - Reminder to go over the proposed plans and submit any comments or committee recommendations to Henline. Implementation will continue.

## VII. Committees

### A. Fund Development

1. Love Your Library letter has been sent out.
2. Work on the 2025 calendar is wrapping up, and will be sending out 2025 sponsorship packets in October.

### B. Governance

1. Moving forward with the Board Orientation manual, which is a big project. Hoping to have it completed by the end of the year.

## **Action items**

- If you need a tablet to access Govenda, let Rader know so he can set it up and get it for you
- Payne to look over library statistics for ease of communication/formatting
- Please make a Love Your Library donation if you have not already, and thanks to those who have
- Henline to add Strategic Plan documents to Govenda (document library section)
- Send any items to be included in the Board Orientation glossary to Iszauk

## **Upcoming Events**

- September 23, 6 p.m. - Artist's reception in the Gallery Space
- October 9 - Max and Erma's fundraiser
- October 19, 7 to 9 p.m. - Trivia night (doors at 6 p.m.)
- October 24, 6:30 p.m. - Municipal budget hearing
- November 2, 5 to 7 p.m. - 60th birthday party

Motion to adjourn made by Meredith

Seconded by Hoffman

No discussion

Approved with unanimous vote.

Meeting adjourned at 8:08

Next scheduled Board meeting is Monday, October 28 at 7 p.m.