

Monroeville Public Library Board Meeting Minutes

October 28, 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)
- Meredith, Kelly (Ward 7)
- Payne, Ruth (Ward 5)
- Markosek, Joe (Ward 3)
- Non-voting
 - 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. Mike Wargo, LPL Financial - Year-end financial update
 - A. Investment policy overview
 - B. Funds moved from Wells Fargo at end of 2022
 1. Additional \$150K CD at Dollar Bank, which will come due at the end of the year. Initially thought to be liquidated for capital campaign. Recommendation to move CD into investment, to be voted on before the end of the year.
- II. Friends of the Monroeville Public Library
 - A. Thanks for those who came to the Max and Erma's fundraising event.
 - B. Trivia night was successful with 76 people there.
 - C. The Sarris fundraiser is going through December 15. Use code 10-0717 when ordering.
 - D. Excited for the 60th birthday party and expecting about 200 guests. Will be printing out nametags for VIPs and those who register early.
- III. Consent Agenda

- A. Minutes - September 2024
 - 1. Addition of Lindsey to September minutes.
- B. Statistics - September 2024
- C. Finances - September 2024
- D. Concessions and Book Nook - August 2024

Motion to approve Consent Agenda

Motion made by Meredith

Seconded by Hoffman

Approved with unanimous vote with above change to September minutes.

IV. Director's Report

- A. 2025 Budget Draft
 - 1. Budget presented to council on Thursday, October 24.
 - 2. Professional Development will be an area of focus across the municipality. More opportunities will be made available, and asked to be made a priority, to staff.
- B. Grant Updates
 - 1. Staunton Farms Foundation – Received notice on September 23rd that the library would be receiving this grant for \$26,000 towards programming, especially mental health and wellness.
 - 2. McElhattan Foundation – Henline, Bodziock, and Benny Kuster met with representatives from the foundation at the library on September 30 to discuss our request for a third year of support from McElhattan for the Teen After-School Program.

They were very happy with the trajectory of the program and support our efforts. They did mention that some on their board do not feel private foundations should be supporting libraries since we receive RAD funding, but others on the board do. We expect to hear a result by the week of November 11. The requested amount for this cycle, at the suggestion of the foundation, is \$25,000.
 - 3. Mary Hillman Jennings Foundation – Applied for \$25,000 to help cover the costs of the Teen-After School Program from January - December 2025. Turned down for this grant as it did not fit their current funding interests.
 - 4. DCED – COVID-19 ARPA PA Multi-Purpose Community Facilities Program. Applied for this \$2 Million grant in hopes of putting it toward library renovations and potential extensions. We discovered on 10/14/24 that we did not receive the grant. Although we did not receive a specific reason, it does seem that the projects that did receive funding in

Allegheny County had local matching funds, despite them not being required.

5. Constellation Grant Thank you to Mary Frances Thorn for helping us to apply for \$500 towards children's programming. Have not yet head the results – but if we receive it, it would be for the 3rd year

C. Staff Updates

1. Children's Librarian position has been filled, and Allyson (Ally) Wetherhold has started.
2. The open part-time position is not being filled at this time.

D. Building Updates

1. The roof repairs have been completed.
2. The security update is scheduled and should be completed by the end of November. This is a municipal project.
3. Work continues to restore the original phone number back to the building. Will be completed, but the process requires at least 30 days.
4. The addition of a Toy Lending Library is being explored, using underutilized office space downstairs. Shelving and conversion of space, would estimate to cost about \$5,000.
5. Addition/Discovery Garden
 - a) The Economic Impact study arrived, need to be reviewed.
 - b) Without the DCED grant, a few options present themselves:
 - (1) Proceed with plans for expansion/renovation
 - (2) Proceed with small project, specifically bathrooms and programming space on main floor
 - (3) Repair and replace building components as needed
 - c) If options 1 or 2, contract will need to be done for capital campaign capacity study, which could be done with Deb Thoompson who previously worked with us on our Strategic Plan.

V. ACLA Report

- A. RAD funding will be slightly higher than expected, looking to be about 3.5% increase

B. Met with the new board of CLP. In years past, they have been less than excited to collaborate with other county libraries, but the new director is looking forward to working together.

C. ACLA budget and strategic plan voting is on October 29.

D. Will have Love Your Library fundraising totals in about a week.

VI. New Business

A. 2025 Board Meeting Dates

1. To be reviewed, and adjusted based on Rosh Hashanah.

VII. Old Business

A. Mini-Golf Loan Agreement: Done and sent out to Murrysville, inventory finalized. Scheduled their pickup for November 15.

VIII. Committees

A. Fund Development

1. Sponsorship packages ready to go including yearly sponsorships.
2. Support 'bookmarks'/takeaways ready to go for the 60th birthday party.

B. Governance

1. Orientation manual, while a living document, will have first version done by the end of the year.

Action items

- Bodziock and Rader: get budget ideas to Friends for toy lending library
- Henline: Strategic Plan documents to be put on Govenda
- All: Review proposed 2025 Board Meeting Dates

Upcoming Events

- November 2, 5-7 p.m.: 60th Birthday Party
- Through December 15: Sarris Chocolates fundraiser

Motion to adjourn made by Crane

Seconded by Meredith

No discussion

Approved with unanimous vote.

Meeting adjourned at 8 p.m.

Next scheduled Board meeting is Monday, November 25 at 7 p.m.