

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

November 25, 2024

Meeting held in-person with virtual option

Called to order at 7:07 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)
  - Kuster, Benny (Head of Teen Services)
  - 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. Sarris candy fundraiser continues through December 15. Use code 10-0717 when ordering.
  - B. Eastern Suburban Artist League reception is December 14, 6-8 p.m. in the Gallery Space.
  - C. Best wishes on the Grinchmas and Cinderella events, volunteer sign ups are being circulated.
  - D. Five Below fundraiser runs December 7-14.
  - E. The Friends will be making a basket to donate for the mini golf raffle.
  - F. The Friends will sponsor the toy lending library, will be discussing what will be needed and how it will be completed.
- II. Consent Agenda
  - A. Minutes - October 2024
  - B. Statistics - October 2024

C. Finances - October 2024

Motion to approve Consent Agenda

Motion made by Meredith

Seconded by Hoffman

Approved with unanimous vote.

III. Director's Report

A. PA Forward - Gold Star Library Status

1. PA Library Association initiative: We are a Gold Star Library, and working on the recertification. Gold Star Libraries seek to publicize ways in which they raise five different types of literacy: basic, information, civic and social, health, and financial; and draw links between those five literacies and library services. We were one of the first libraries to get Gold Star Status in Pennsylvania.

B. 2025 Draft Budget

1. Asks that we reach out to our council person before the vote on December 10 to encourage them to approve the library budget as presented. Reminder that our proposed budget is less than last 2024's.

C. Grant Updates

1. McElhattan Foundation – We received a phone call on November 14th letting us know that we did receive the grant this year. 25000 This will be our third year receiving a grant from the foundation for our teen after-school program. (Approved – not yet received)
2. Constellation Grant - Thank you to Mary Frances Thorn for helping us to apply for \$500 towards children's programming. We did receive the grant for the third year. (Approved – not yet received).

D. Building Updates

1. Building repairs/upkeep: Security system upgrade (Municipal Project) is in progress. The lighted alert system in the Children's department has been finished. The cameras have been installed and most of the installation is complete. We are waiting until after the Thanksgiving holiday for staff training on use and upkeep. Also waiting on a decision from the municipality regarding how the fire detection system will be monitored.
2. Presented the Toy Lending Library as a potential support item from the Friends.
3. Renovation/Addition/Discovery Garden Project: Waiting on Direction from Municipal manager on next steps.

IV. ACLA Report

- A. RAD board met on Thursday, awaiting formal confirmation of 3.5% increase.

V. New Business

A. 2025 Board Meeting Dates

Discussion: Will move September date to the 29th due to Rosh Hashanah.  
Approved with unanimous vote.

VI. Policy Updates

A. Behavior Policy

1. Will be looked over for next month.

B. Printing Policy

1. Wording is changing, to help clarify, as well as ensure costs of printing are covered. Will have update in December.

C. Teen After School Policy

1. Restarted program. Teens have form that lists the rules that they came up with. The teens sign the form, and an emergency contact form (parent/guardian) is included. This has helped in resetting the tone of the program and has been successful so far.

VII. Old Business

A. Dollar Bank CD

Initially intended as a foundation for a capital campaign, which is now on hold, until a unified consensus from municipality is reached. Now that the CD is reaching maturity, we need to either roll over or reinvest the money, which is \$150,000 plus maturity of 4% (\$6,000, for a total of \$156,000)

Mike Wargo at the October meeting suggested we put this money into the managed funds. His management made 9.9% this year. Additionally, if we reroll over into another CD, we will have to update the investment policy as this is outside the scope of what that policy states.

Tabled until December meeting.

- B. Love Your Library (LYL numbers) : ~\$19,000 raised, which is \$2,000 less than last year, but still the second highest year of this campaign.

- C. Advertisements for the Ward 4 and Ward 5 positions are posted. Crane and Payne are able to stay on board until the positions are filled.

## VIII. Committees

### A. Fund Development

1. Finalized holiday card, which will include a magnet save-the-date for the book sale, tea, mini golf, and fun fest.
2. Giving Tuesday (Tuesday after thanksgiving) will be e-mail and social media focused without a printed mailing, due to its proximity to Love Your Library.
3. Mini golf course was rented out out and came back from Murrsyville, who is already planning their next event.
4. Sponsorship packets are going out soon. About 40 are going in this first batch, going to those who gave \$1,000 or more in the past.

### B. Governance

1. Orientation manual close to being ready, should have for December meeting.

### **Action items**

- All: Volunteer signups for Grinchmas and Cinderella
- Policy group: Security System Review policy
- Iszauk to find out CD rates at Dollar Bank
- Henline to check on exact maturity date of CD

### **Upcoming events**

- Sarris Candy Fundraiser continues through December 15
- December 1: Cinderella Princess Party
- December 7: Grinchmas
- December 7-14: Five Below Fundraiser
- December 14, 6-8 p.m.: Eastern Suburban Artist League reception

Motion to adjourn made by Meredith

Seconded by Emily

No discussion

Approved with unanimous vote.

Meeting adjourned at 8:46 p.m.

Next scheduled Board meeting is Monday, December 16 at 7 p.m.