

Monroeville Public Library Board Meeting Minutes

December 16, 2024

Meeting held in-person with virtual option

Called to order at 7:03 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)
- Non-voting
 - Rader, Alan (Assistant Director)
 - Bodzioc, 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. Friends of the Monroeville Public Library
 - A. Thanks for sharing on Facebook both the Five Below and Panera fundraisers.
 - B. The Five Below fundraiser continues through December 21.
 - C. Congratulations on the success of both the Princess Party and Grinchmas.
 - D. The Gallery Space reception for January will be for artist Jim Mehen, held on January 11.
- II. Consent Agenda
 - A. Minutes - November 2024
 - B. Statistics - November 2024
 - C. Finances - November 2024

Motion to approve Consent Agenda made by Meredith
Seconded by Hoffman
Approved with unanimous vote.
- III. Director's Report
 - A. Budget

1. Thanks to the Municipal Council for passing the budget. As information, there are now eight categories, down from 11, on the pay scale for non-union employees, and it will be consistent across the entire municipality, taking into account tenure, experiences, and education.

The Library was the only department that decreased their budgetary request for 2025.

In January, Municipal Council will be discussing capital improvements and bonds.

B. Grant Updates

1. Quote for Feasibility and Prospect Outreach
 - a) Would be used to find and apply for grants for operations and programming.
 - b) Will be reviewed for January. Meeting scheduled with Graziani later this week to discuss.
 - c) We have a proposal from Strategy Solutions, and can also work with Metasoft, will be dependant on the meeting with Graziani.

C. Building Updates

1. Waiting on meeting with municipality for general maintenance issues.
2. The new security system is in, but still need training and a few small details left to finalize.

D. Teen After School Program

1. The new requirement has had a noticeable effect on the afterschool program, creating a much more structured environment. This is now also in line with how other clubs at Gateway High School work in terms of signing up and getting a membership card. The only difference is asking for an emergency contact, since this is not taking place on school property.

The teens who come stay longer, participate more, and interact with each other in a more community-minded manner. Moving forward into the new year, the next goal is to work with the KEYS AmeriCorps members to come up with new and innovative activities, guest speakers, and projects that the teens can become engaged with, including a wider variety of daily activities and an upcoming "mural" art project.

IV. ACLA Report

- A. Thanks to Municipal Council for their support with the budget. Work was delayed on the RAD formula, and will take place next year. Local support will be a part of it, so support from council is important. State funding stayed flat this year and ACLA will be working with a new lobbyist in 2025 who has been working with the PA Library Association for the last few years.
- B. Thanks to the board and Friends, council and library staff. ACLA is a success because of the member libraries.
- C. Thanks to those who participated in Giving Tuesday.
- D. ACLA board meetings start at 6:30, and their January and May meetings will be the same night as MPL Board Meetings. Henlinne is the secretary of ACLA, so may result in attendance double-bookings, just to be aware of. English will be a member, but not a board member of ACLA next year.

V. Policy Updates

A. Printing Policy

Policy wording updated to be more clear.

Motion to approve updated printing policy made by Meredith.

Seconded by Hoffman.

Approved with unanimous vote.

- B. Once security system is fully set up, will need to update Security System Footage Policy for those requesting access.

VI. Old Business

A. Dollar Bank CD

The Dollar Bank CD has matured to \$163,020. Will speak with Mike Wargo for assistance and wire transfer. Will move \$13,020 to the Monroeville Public Library Fund, earmarked for future feasibility, will roll-over \$50,000 into a new CD at Dollar Bank. Remainder \$100,000 will be moved to LPL with Mike Wargo to be invested according to our investment policy.

Motion made by Iszauk.

Seconded by Meredith.

Approved with unanimous vote.

- B. Addendum to Investment Policy

Motion to add approval to utilize CDs to investment policy.

Motion made by Crane.
Seconded by Meredith.
Approved with unanimous vote.

VII. Committees

A. Fund Development

1. Meeting tomorrow. HOLIDAY card and save the date magnet, golf, tea, booksale, funfest, will be included in holiday card.

B. Governance

1. Orientation manual - Can send out a PDF and will be a living document.

Action items

- Will need to update signature card at Dollar Bank after board elections in January.

Upcoming Events

- Five Below fundraiser continues through December 21.
- January 11 - Gallery Space reception.

Motion to adjourn made by Iszauk.
Seconded by Meredith.
Approved with unanimous vote.

Meeting adjourned at 8:09

Next scheduled Board meeting is Monday, January 27 at 7 p.m.