

MT. LEBANON PUBLIC LIBRARY
BOARD OF TRUSTEES
APPROVED MINUTES, MAY 16, 2017



1. **Call to order:** The meeting was called to order by Ms. Moshier at 6:59 PM.

Members present: Cherie Moshier, Hillary Lohr, Maria Joseph, Eve Reynolds, Marcia Taylor.

Members absent: Corey Flynn, June Swanson.

Staff present: Robyn Vittek, Ginny Fickman, Marina Nielsen.

Observers: Bill Lewis.

2. **Approval of Agenda:** Motion was made by Marcia Taylor and seconded by Hillary Lohr, the agenda was approved unanimously.
3. **Comments from Observers:** Bill Lewis reported that the Friends of the Mt. Lebanon Public Library will be presenting \$2,000 scholarships this year to three very deserving high school volunteers at their Annual Meeting on May 25, 2017. The Annual Meeting is a requirement of the Friends bylaws. This meeting typically has included a guest speaker but this year will include the scholarship presentations, a potluck dinner followed by a short meeting.

The scholarship awardees are:

Rajitha Pulivarthy – who will be attending the CMU School of Computer Science.

Tianyi Zhang – who be studying at Fordham University, Fordham College at Rose Hill.

Varsha Venugopal – who will be attending the New York University School of Business.

Mr. Lewis also reported that updates are planned to the scholarship application for next year that will include students who are home schooled and may involve an increase in the scholarship award amount.

Mr. Lewis reiterated that the Friends operates on a fiscal year basis (May 1-April 30) that does not follow a calendar year. In calendar year 2016, the Friends gave \$89,545.00 to the MLPL. In the fiscal year, May 1, 2016- April 30, 2017 that amount was \$122,000.00. While the municipality is generous in their funding, the Friends gifts allow the MLPL to maintain their level of excellence.

4. **Approval of the Minutes:** the minutes were not approved as there were several corrections that will need to be made.
5. **President's Report:** Cherie thanked Eve and Hillary for attending a Board training that included topics such as Board engagement, how technology can improve library functioning and how physical space can affect the function of the library. Cherie and Robyn met with Keith McGill

and Bonnie Cross from the Mt. Lebanon Municipality to clarify how the recent ordinance will effect library staff. The library staff are out of alignment with the municipality staff in area of benefits. There may be some movement towards aligning the staff in this area. Keith has completed a longevity study that indicates that MLPL staff salaries are on the high end compared to other libraries. Cherie indicated the desire to keep the MLPL staff salaries at the high end of that scale. Bonnie may be included in library staff evaluations moving forward. Keith will be involved with future library director hiring. Cherie reported that no action items came out of this meeting. Cherie suggests moving slowly on the two library board bylaw items that need to be addressed. Bill Lewis suggested careful review of Part 3 of the Mt. Lebanon Code as it indicates that library staff have to abide to municipality rules. MLPL board will need to get any changes in writing.

6. **Treasurer's Report:** Hillary met with Alison Peters to clarify her new role as the board treasurer. Rather than going over the entire treasurer's report in detail at following meetings, Hillary suggests that all board members read the treasurer reports prior to board meetings. Hillary and Robyn will highlight in the meetings any items that may need clarification or explanation. Email Hillary any questions that you may have regarding the treasurer's reports and she will come to the meetings with answers. Maria asked for a more detailed restricted fund report moving forward. Hillary will Alison for this. Maria asked what this fund covers, Robyn reported that these funds cover programming, special events and speakers series. Bill Lewis clarified that the restricted fund is made up of designated gifts. Cherie mentioned that the board used to get a more detailed version of this report. Robyn reported that MLPL received a "squeaky clean" audit report this year. Marcia made a motion to approve the treasurer's report, Cherie seconded and the motion passed.
7. **Staff Member Spotlight:** Ginny Fickman gave an eloquent report on her duties as the MLPL volunteer coordinator. Her report is included at the end of these minutes.
8. **Director's Report:** Robyn reported on the LAC meeting. A lengthy discussion ensued regarding RAD funding as it pertains to ACLA and MLPL. RAD is encouraging a move towards a more universal patron experience across the area libraries. Maria believes this is more to create a customer service standard practice, making the patron the #1 focus. CLP formed a committee to work on RAD issues. While the RAD committee has yet to hire a consultant to work on library related issues, ACLA/CLP staff have identified areas in which a consultant could offer assistance. Concerns include: parity of services can result in bringing lower functioning libraries up to a standard while at the same time lower higher functioning library standards; making all ACLA libraries part of the CLP system; ACLA would disappear.

The library is gearing up for summer reading.

Robyn was recently in Washington, DC to meet with various elected officials. 22 delegates from PA participated in these meetings. Robyn asked that board members contact area senators to encourage them to support LSTA.

PaLA membership drive is currently underway. June 15 is the deadline for signing up for membership. Robyn may be signing up some staff members to attend the upcoming conference.

9. **Old Business:** Marina gave an update on the Garden Tour outlining income from the program book advertising campaign, the individual donor solicitation and the raffle basket solicitations. Board members are encouraged to participate in the raffle basket fundraiser by donating a raffle basket to the cause. Volunteer sign-up sheets were sent around for both the Stardust Swing event and for the Garden Tour.

10. **New Business:** Cherie proposed the creation of four new board committees. She suggested that the board could move to every other month meetings with board committee meetings occurring in the off months. Each committee would include 2-3 board members with a staff member and community member filling out the committee. Marcia suggested including municipality employees as committee members as well. Possible committees would include; finance, governance, fundraising/advocacy, executive committee, facilities, programming. Cherie will prepare a detailed committee list for the next meeting.
June 21 will be the 20th anniversary of the building renovation. The 85th anniversary of the library will be in November. The Novel Affair event will highlight this anniversary. Discussion regarding an article to highlight these anniversaries as well as the Love Your Library campaign in September of 2017 followed. Robyn is to reach out to Susan Morgans at the Mt. Lebanon magazine to encourage an article highlighting the above.

Marcia made the motion to adjourn the meeting, seconded by Maria. Meeting was adjourned at 8:30 PM.

Volunteering

Introduction

Hi everyone! My name is Ginnie Fickman and I want to thank Robyn for putting me on the agenda tonight so I can give you a little better picture as to what has been my experiences and job duties as "Library Volunteer Coordinator".

Types

We have all types of volunteers from ages 12- 100, present in the library each day who are volunteering for:

Book Cellar

Special Events

Computer assistants

Gardening

Adult & Children Programs

Graphic designers

Court-appointed

Special needs

Adults and Students

My title of "Volunteer Coordinator" is a bit **misleading** because many of the volunteers I just listed are not my responsibility and many are being supervised by other people.

Susan Tracey is the Volunteer Coordinator for all the volunteers at the Book Cellar and she has over 100 people to organize.

When the Friends of the Library has scheduled their special events, the volunteers at those functions are coordinated and supervised by other people.

The Gardeners are pretty self-sufficient with the guidance of Nancy Smith our Master Gardener and a librarian supervises the computer assistants.

I supervise students and adults who work upstairs shelf-reading the book stack, as well as, help librarians with special projects.

Job Duties:

Most of the volunteers are organized on a monthly schedule and are asked to work about 2 hours/week. They are given a job assignment each day, which is left at the Volunteer desk area. From shelf-reading to doing odd jobs for the librarians, organizing, recycling to watering plants, there are many jobs that need to be done.

Volunteers Supervision and Guidance

Each person who volunteers needs training, supervision and guidance to do an outstanding job. Many of them come and go quickly and then there others who will stay for an extended period of time but they all have to be schedule, applications have to be reviewed to determine the best place that a person will be most effective and they need frequently supervision. Younger volunteers sometimes take a little more supervision to keep on task, but I feel it is important for each volunteers to realize this is a place to gain work experience and be expected to perform to the best of their abilities.

Volunteers also come to the library looking for a place to fulfill their need of helping their community and to feel important. They want to be treated as someone who is making a difference. I take it seriously that my volunteers are recognized for their contribution to the library.

Volunteers are recognized for their contributions

Volunteers need to know they are appreciated and should be acknowledged for their time dedicated to the library. It is best if the coordinator has time to give them attention, visit with them and figure out what needs to be done each day and assign a job to those on the schedule.

Volunteers do get recognition in several ways, such as:

Feature in community magazines

Book donated in their name

Volunteer Appreciation Event

Individual gifts given in recognition of their work

Volunteer responsibilities include:

Adhere to all library policies

Portray appropriate and courteous behavior when working in the library

Be punctual with assigned schedules and events

Maintain confidentiality with information about patrons and staff

Record all their hours worked

Notify the library when they are unable to keep the assigned schedule

Library Staff Responsibility

Keep volunteers safe

Communicate with volunteers re: closures, holidays, and performance

Give training and feedback to volunteers

Sign forms for verification of volunteer hours

Moving Forward:

Sharon and I are working with the Friends of the Library to revise the Friends Volunteer Scholarship application and requirements. We are hoping to make the process run a little smoother next year and will be working with the schools and community to promote the scholarship opportunity more openly.

Sharon and I plan to look at the types of programs being offered at the library and break down specific tasks that will benefit all types of programs and give them more volunteer options. We have ideas that will require the volunteer application to be revised so it will better reflect the needs of the library today.