

**MT LEBANON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
Tuesday, May 18, 2021 at 7 pm

1. Call to Order: The meeting was called to order by Evan Jones at 7:05 pm.
2. Members Present:
  - Evan Jones
  - Lorna Kearns
  - Christine Menand
  - Eve Reynolds
  - Robert Taylor
  - Leeann Foster, Commission Liaison
  - Robyn Vittek, Staff
  - Susan Tracy, Observer from the Friends of Mt. Lebanon Public Library
3. Approval of Agenda Items: Upon motion by Eve Reynolds and seconded by Christine Menand, the agenda items were unanimously approved.
4. Comments from Observer, Susan Tracy of the Friends:
  - The plant sale this past Saturday was an amazing success. This year, they did something different by having pre-orders. The total intake, including pre-sales and day-of-sales, was \$6K. This year, the sale was in May rather than July.
  - Robyn reported that patrons have already asked about having a second sale this year.

Robyn Vittek reported that there were no other citizen comments for this month.
5. Commission Liaison, Leeann Foster:
  - The commission is moving forward on Parks masterplan. They have put out an RFP.
  - Recognized library for its contribution to the commission's DEI efforts. Robyn said that Sharon Burney of the staff has spearheaded this effort.
6. President's Report, Evan Jones:
  - New committee appointments:
    - Governance committee: Eve, Mary, and Bob. As vice-president of the board, Mary will be leader of the committee.
    - Special Events committee: Chris, Eve, Robyn, Marina Nielson from the library staff, Susan from the Friends.

## 7. Treasurer's Report

- Since Marcia Taylor was absent, the report was presented for review by Evan Jones and Robyn Vittek.
- From Robyn:
  - We had a good fund-raising month in April (\$13 K) with the “Stay Home and Read” gala and sponsorships from the Garden Tour.
  - We are right on track for where we should be for this time of year.
  - We stopped collecting fines and fees when pandemic started. Robyn would like to discontinue fines and fees. That is considered a barrier to access. However, if the person never returns the book, they get billed for the book. Fee collection has never been more than 2-3% of our income. Robyn will continue the current practice of not collecting fees.
  - We also haven't been collecting fees for using the printers. This has not been a major revenue source. Robyn wanted to know if we want to ask her to start doing that again. Christine suggested that keeping the fee might be a way to promote a greener approach. Robyn will reinstate the fees when they expand their hours on June 14.

Lorna made motion to file the statistical audit and Chris seconded. The motion was approved by all.

## 8. Director's Report, Robyn Vittek

- Online program attendance is down from this time last April but that may reflect the sudden lock-down from COVID that happened last April when people were suddenly not going out at all.
- Some retirements at the county/regional level:
  - Marilyn Jenkins from ACLA is retiring.
  - Rebecca Serey, Executive Director of the eiNetwork, is retiring in the next couple of months.
  - Mary Frances Cooper, President and Director of Carnegie Library of Pittsburgh, announced her upcoming retirement.
- Robyn is chairman for e-resources for the county. Funding for e-resources is divided up among all the libraries in the county. Because of the pandemic, the amount of money we needed for e-resources last year increased quite a bit. That has caused a spike in the amount we now need for e-resources. The amount needed for e-resources had been on the rise over the last five years anyway and this is the case with just about every other library in the county as well. If a library cannot cover 100% of the amount that is prescribed, the alternative will be to pay a lower amount and tolerate slightly longer wait times to purchase additional e-copies of books. Many of the libraries' budgets are going to fall short of the new requirements. There will be an ACLA meeting in June to discuss the situation.

## 9. Old Business

- Garden Tour update: Robyn reported that we haven't received a lot of pictures yet for the tour. We need more pictures. Robyn asked us to spread the word.
- Strategic Plan update: The plan is almost done. Evan and Robyn will present the plan to the commissioners on June 22. Robyn changed the wording on the two items on which she asked for Board input. Below is the text Robyn presented. There were some additional changes suggested that Robyn will incorporate before the June meeting:
  - The Library Board of Trustees will establish a regular schedule to ensure policies and procedures are current, consistent, clearly communicated to the public and equitably enforced.
  - The Library Board of Trustees will explore the ability for the library to meet the steps required to earn LEED (Leadership in Energy and Environmental Design) certification and a make a determination as to feasibility of such a project by 1Q22.
- Library Services update:
  - The library is down six positions. Robyn is in the process of filling these positions. Robyn expects that five of the six will be in place by June 14.
  - Masks are still be mandated in the library building because the municipality is still mandating it. However, if patrons come in who are not wearing masks, Robyn said that they will not be turned away. This is because of the all the precautions that are in place, including that all staff have now been vaccinated.
  - Robyn reported on space considerations. What they are planning is to turn two of their four study rooms into staff offices. They are also planning to turn the existing open study carrels into four closed-door study rooms to have a total of six study rooms.
  - Robyn mentioned the outdoor events that will be held this summer such as the Farmer's Market, First Fridays, and Concerts in the Courtyard.

## 10. New Business

The Board approved an amendment to the by-laws regarding how the President can form and appoint committees. After discussion, this was the language that was agreed upon:

The President shall appoint Committees comprising one or more Members of the Board, for such specific purposes as the business of the Board may require from time to time.

Members of the library staff (with the Director's permission) and members of the community are permitted to serve on committees upon invitation from a board member on the committee.

Standing committees shall be established for Governance and Special Events/Fundraising; all other committees shall be considered to be discharged upon the

completion of the purpose for which it was established, after the final report is made to the Board.

Eve motioned to approve the changes and Lorna seconded. The motion was approved by all.

11. Advocacy Moment

Everyone shared what they have been reading and viewing on television this past month.

12. Adjournment

Upon motion by Eve Reynolds and seconded by Chris, the meeting was adjourned at 8:23 with unanimous approval.

Note: These minutes were prepared by Lorna Kearns, Secretary

A handwritten signature in cursive script that reads "Lorna Kearns". The signature is written in black ink and is positioned below the typed name of the secretary.