

**MT LEBANON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**
Tuesday, April 20, 2021 at 7 pm

1. Call to Order: The meeting was called to order by Evan Jones at 7 pm.

2. Members Present:

- Evan Jones
- Lorna Kearns
- Christine Menand
- Mary Menk
- Eve Reynolds
- Robert Taylor
- Leeann Foster, Commission Liaison
- Robyn Vittek, Staff
- Susan Tracy, Observer from the Friends of Mt. Lebanon Public Library

New board member Robert Taylor introduced himself to everyone. Everyone introduced themselves to him.

3. Approval of Agenda Items: Upon motion by Christine Menand and seconded by Mary Menk, the agenda items were unanimously approved.

4. Comments from Observer, Susan Tracy of the Friends:

- The Friends have been busy but they still do not know when the Book Cellar will open. Volunteers have been restocking so that books will be on shelves when they do open. They've had two donation drops of a couple of hundred books which are now sorted.
- In the absence of the Book Cellar, they have an online Shopify site which had reach \$10K in sales by the end of March.

Robyn Vittek reported that there were no other citizen comments for this month.

5. Commission Liaison, Leeann Foster:

The Commission's Project Prioritization retreat was held in February with a final report produced in March. These are the top five initiatives for 2021:

- Diversity, equity, and inclusion initiative
- Parks master plan and recreation feasibility study
- Municipal website redesign
- Advisory board restructuring

- Advance Vibrant Uptown Phase 1
- Overnight parking ordinance (this one was included because it will be voted on soon and be finalized)

They hope to move their focus on to the environmental sustainability and action plan, as well as the EcoDistrict initiative and the Complete Streets initiative.

6. President's Report, Evan Jones:

- New slate of Board officers:
 - Evan Jones, President
 - Mary Menk, Vice President
 - Marcia Taylor, Treasurer
 - Lorna Kearns, Secretary
- Board meeting dates for the coming year, always third Tuesday of the month at 7 pm except for October which will be fourth Tuesday, no meeting in August or December. Eve Reynolds motioned to approve the dates. Lorna Kearns seconded the motion. Approval was unanimous:
 - May 18, 2021
 - June 15, 2021
 - July 20, 2021
 - September 21, 2021
 - October 26, 2021
 - November 16, 2021
 - January 18, 2022
 - February 15, 2022
 - March 15, 2022
 - April 19, 2022
- Evan Jones suggested, now that many of us have been vaccinated, we might try for a physical Board meeting sometime soon. Robyn Vittek will check with the municipality about what the other boards are doing. She thinks we can do it in May. Meeting Room A is big enough to spread out.

7. Treasurer's Report, Marcia Taylor absent, presented for review by Evan Jones

Evan Jones and Robyn Vittek mentioned that statistics are still off because of pandemic. Robyn Vittek said we are pretty much where we should be this year in regard to spending compared to income. Upon motion by Christine Menand, seconded by Eve Reynolds, it was unanimously approved to file the March 2021 Statistical Report for audit.

8. Director's Report, Robyn Vittek

- Reporting on the recent audit, she mentioned two items that came up:
 - Normally, they would have two signers on checks. Last March, when it was thought that the pandemic closures would be brief, Robyn and Allison Peters devised a plan in which Allison wrote the checks which Robyn approved but did not sign. They have worked with WesBanco to formalize this system which will go into effect in August.
 - The auditors had some concerns about taking in physical money. They don't want the same person who receives the money to also be the person who takes the money to the bank. Right now, the only money being taken in is in a vending machine. But it was being received and taken to the bank by the same person. Now that the staff is back in the building, those two functions are being carried out by two different people.
- Staff was very appreciative of the lunches Robyn bought, with donations from Board members, during National Library Week.
- Library is undergoing roofing repairs. Sawdust and debris being shaken down regularly. They're using plastic to cover stacks. Children's library is closed until work is done.
- Robyn will have staff meeting on Friday to talk about personal responsibility and accountability as an offshoot of the strategic plan. There are no problems but she wants to make sure everyone knows what they are responsible for as the physical library reopens.

9. Old Business

Robyn reported that the Garden Tour is much less work when it is virtual so there isn't as much to do. She is working with Linda Binek on the Plant Sale. They already have sold around \$1K in pre-orders.

Robyn, Susan, Marina, and Nancy Smith met to discuss memorial donations for David McKibbin. They have raised about \$5,000. They are thinking about a rose garden since David was a rose gardener.

Robyn is working on the Strategic Plan with her staff. Robyn shared a copy of the evolving draft with the action steps. There are a couple of goals on which Robyn would like input from Board members. They can email either Robyn or Evan:

- The Library Board of Trustees will establish a regular schedule for the review and revision of library policies by the end of the calendar year to ensure policies and procedures will be universal, consistent, clearly communicated to the public and equitably enforced.

- The Library Board of Trustees will spearhead an investigation into the steps required to earn LEED (Leadership in Energy and Environmental Design) certification and make a determination as to feasibility of such a project by 1Q22.

10. New Business

Regarding library services, as reported by Robyn, appointments are going to be phased out. She is aiming for mid-June to go back to almost regular hours.

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 Lorna Kearns, the meeting was adjourned at 8:27 with unanimous approval.

Note: These minutes were prepared by Lorna Kearns, Secretary

