

Mt. Lebanon Public Library
Board of Trustees
Meeting Minutes

Tuesday, June 15, 2021 at 7 pm

I. Call to Order:

Evan Jones called to order the regular meeting of the Mt. Lebanon Public Library Board of Trustees Meeting at 6.59 pm on June 15, 2021 as a virtual Zoom meeting.

II. Members Present:

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

III. Approval of Agenda Items and of the minutes from the previous meeting:

Having reviewed the agenda items and the previous meeting's minutes before the current meeting began, both the agenda items and previous minutes were unanimously approved.

IV. Comments from Observers:

Susan Tracey of the Friends reported:

- They are very close to being able to open Book Cellar. When it reopens, it will be limited hours, maybe three days a week.
- Online Book Cellar still doing well with return customers and some new ones as well.

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

V. Commission liaison report, Leeann Foster:

- Vibrant Uptown will start July 7 although there will be some construction during that time. The plan is to conduct the work during the summer and early fall to be done before winter. However, scarcity of materials may become an issue based on some things they are hearing. They will move forward and see how it goes. They

are also beginning the art phase of the project and are looking for people who might want to contribute art or contribute their talent as artists.

- They are moving forward on their master Parks and Recreation plan. They have put out an RFP and selected advisors.
- Their DEI work continues and has begun to bear fruit. Leeann thanked the library staff, including Robyn, for all the work they've contributed. Robyn wanted to give credit also to Sharon Bruni.

VI. President's Report, Evan Jones:

- Evan will be going in front of the commission next week to give them a report about what is going on at the library. He will report back to us at our next month's meeting.
- Robyn mentioned that the Commission has said that September will be the month when boards and other groups will be able to meet in person. Leeann added that this is, not only from a health safety standpoint, but also to ensure that the technology is in place in order to permit people who are remote to join into in-person meetings. Robyn said that Jeremy recently purchased a camera/microphone that can be used to facilitate meetings in which part of the group is together in one place and other group members are remote and distributed. Chris suggested reviewing the by-laws to see if we think we should insert something that specifically recognizes virtual meetings as a legitimate meeting format. Evan checked the by-laws and saw that a policy that addresses this is already in place.

VII. Treasurer's Report, Marcia Taylor:

Marcia was not present so Robyn made the report.

- She said we are slightly behind in spending, compared to last year, in some areas like payroll. That will adjust itself now that staff positions have been filled.
- She will be meeting next week with Andrew McCreery, Mt. Lebanon Director of Finance, to discuss whether the format for our budget reporting should be adjusted to better accommodate unusual events like the pandemic.
- Unanimous approval was given to file the financial report.

VIII. Director's Report, Robyn Vittek:

- We went to expanded hours this past Monday. Still closed on Sundays for now. People are waiting at the door on Monday morning. Evenings have been very slow.

- Programming is still virtual except for some outdoor events in August.
- E-resources: We've been saying for years that, because of the funding model that is used to calculate e-resources budgets for all libraries in the county, there will be a time when it becomes unsustainable. There is a general membership meeting on June 28 where it will be discussed more. Mary mentioned that e-books are purchased on a license basis within a limited period or a limited number of loans. That is one reason why e-resources are so expensive. Robyn thinks that corporate sponsorship would be extremely helpful to libraries in supporting the e-resource funding.

IX. Old Business:

- a) The total intake from the plant sale was \$6,200. Susan said there will be a fall sale in which they will be selling mums. Sale date will be Sept. 11. Robyn said there will be a poinsettia sale in December.
- b) Strategic plan: Robyn and her staff worked very hard on the vision and mission statements. The aim was to create statements that reflect the intention to give that something special to help make people's lives better. This will be a dynamic plan. There will be additions and adjustments throughout the year. Robyn gave a short recap of all the main points of the plan. Mary motioned to adopt the plan, Chris seconded. All approved. Robyn will present the plan to the Commission next week. Anyone from the Board who would like to attend is invited to do so.
- c) Evan raised the issue of evaluating the success of all the programs the library runs. Robyn said that, in this past year of virtual programming, they've been able to capture data they've never had before. As a result, she and her staff are having discussions about how to capture such data going forward.

X. New business

- a) They have filled four of the five open positions. Also filled two of three part-time positions and getting new pages.
- b) New hours started yesterday, appointments no longer necessary. They took down all the signs about limitations and restriction.
- c) They are continuing work on the study carrel project, reconfiguring the space for private study rooms.

XI. Advocacy Moment:

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

XII. Adjournment:

Evan Jones adjourned the meeting at 8:26 pm.

Minutes submitted by: Lorna Kearns

X Lorna Kearns

Lorna Kearns

Signed by: 224e693e-ab0c-419a-9d51-1ecef0be390