

**Mt. Lebanon Public Library**  
**Board of Trustees**  
**Meeting Minutes**

Tuesday, October 19, 2021 at 7 pm

**I. Call to Order:**

Evan Jones called the meeting to order at 7:05.

Members Present:

- Lorna Kearns
- Christine Menand
- Eve Reynolds
- Marcia Taylor
- Evan Jones
- Robyn Vittek, Staff
- Susan Tracey, Observer from the Friends of Mt. Lebanon Public Library

**II. 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.

**III. Comments from observers:**

Susan Tracey of the Friends reported the following:

- The Book Cellar will not have a pop-up sale this year due to safety concerns and a smaller inventory. Instead, they will begin displaying holiday books throughout the shop.
- Starting November 2, the Book Cellar will expand its hours on Tuesdays and Thursdays so that the shop will be open both days from 10 am until 6 pm.

**IV. Commission liaison report, Leeann Foster:**

- Leeann Foster was not present at the meeting so there was no report.

**V. President's Report, Evan Jones:**

- Evan raised the issue of the items from the Strategic Plan that identified Board input.

- The first item: 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.
  - This is being met by Evan's formation of committees.
- The second item: The Library Board of Trustees will explore green initiatives and ways in which the library can improve and promote green practices, including the possibility of LEED certification for the library, by 1Q22.
  - Commissioner Andrew Flynn is someone who we could reach out to because he knows about building sustainability and he also has experience working with the library.

#### **VI. Treasurer's Report, Marcia Taylor:**

- Marcia said that the statistical information can't be compared to last year because of the strangeness of this year, i.e., the continuing impact of COVID.
- Expenditures are behind where they normally would be.
- Marcia initiated a conversation about the budget with Robyn.
- Eve motioned to file the report for audit. Lorna seconded. All agreed.

#### **VII. Director's Report, Robyn Vittek:**

- Fine-free policy was publicly announced. Mt. Lebanon Magazine and the Wall Street Journal want to do articles about it.
- Study room project is moving ahead. All materials have now come in so things are going forward after some lag time.
- Website redesign is in progress, about six weeks away from new website roll-out.
- The library has been working with Fire Department on safety procedures.
- Robyn talked about state aid and the waiver of standards she requested. She is required to make us aware of it but we do not need to sign anything or have any documentation about it. The amount of state aid that has been projected for this year is \$113,840 which is about equal to what we project to spend on e-resources. Robyn responded to the state's request for information about how we would spend the aid funding that we would use the funding for e-resources. The waiver was requested because we did not meet certain standards during 2020 due to COVID closures. Robyn asked the board to approve the plan. Chris made a motion, Marcia seconded. All approved.

- Robyn reported about a letter written by Tracy Soska, ACLA Board President, sent to RAD thanking them for their funding but respectfully requesting more to help out distressed libraries. The ACLA Board has asked that all the library boards in Allegheny County send a letter in support of this request to RAD. Evan asked for input from board members. We did not vote but most of us felt it was right to send the letter.

## **VIII. Committee Reports**

- **Fund-raising and Event Committee, Chris Menand**
  - Chris reported that she met with Marina to discuss ideas for upcoming and future events.

## **IX. Old Business:**

- a) Robyn report that the library is losing a staff member. They will not fill the position right away since things get a little slow this time of year anyway. They will probably wait until after first of the year.
- b) They have continued to attend outdoor events.

## **X. New business**

- a) Robyn reported on the results from Love Your Library Month, September 2021:
  - (a) Received a total of 223 gifts from individuals. The full month's sales total from the Book Cellar is not yet available but the current total is \$33,068. Last year, the month's sales were \$36,894. Robyn thinks we will do as well as that or perhaps exceed it this year once the total amount is known.
  - (b) There was a board in the library during LYL Month that gave patrons the opportunity to post notes saying what they love about the library. Robyn said there were many positive and enthusiastic comments about the library staff.
- b) Ian McMeans, Assistant Municipal Manager and strong library supporter is involved with the development of the Municipal Comprehensive Plan. This is something that happens about every ten years. Robyn believes that the one that is currently being developed will be released in 2023. The library will have more involvement with this process than it has in the past. She said that she will be part of the planning committee and perhaps someone

from the library board will also be involved. She asked that the board members review the current plan posted on the Mt. Lebanon Municipality website so that we can discuss at our next meeting.

**XI. Advocacy Moment:**

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

**XII. Adjournment:**

Lorna made a motion to adjourn. Meeting was adjourned with unanimous approval.

Minutes submitted by: Lorna Kearns

 Recoverable Signature

X Lorna Kearns

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Lorna Kearns

Signed by: 91f946c5-8ea7-46eb-9c91-69677e171802