

**MT LEBANON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**
Tuesday, September 20, 2022 at 7p.m.
Minutes

1. Call to Order:

Evan Jones called the meeting to order at 7pm.

Members present:

- . Evan Jones
- . Mary Menk
- . Eve Reynolds
- . Monica R. Rogers
- . Bob Taylor
- . Robyn Vittek, Staff
- . Mindy Ranney, Commission Liaison

Members absent:

- . Anthony Moretti
- . Marcia Taylor

2. Approval of agenda:

. Upon motion by Bob and seconded by Monica, the consent agenda items, which include the July meeting minutes, as well as the Statistics Reports for July and August, were unanimously approved.

3. Comments from Observer, Susan Tracy:

- . Robyn shared the report in Susan's absence.
- . The mum sale was a great success, earning over \$2,000 for the Friends. Many thanks to those who helped with the event and purchased mums.
- . The Friends are still looking for volunteers to staff the welcome table for the remainder of September, the Love Your Library Month.
- . Jolabokafloð, the popular holiday market and celebration, will be back on Nov. 19-20, the same week of the Library's 90th Anniversary celebration.
- . The Friends supported the PA Library Association Conference again this year with a donation, for which they would be recognized.

4. Commission Liaison, Mindy Ranney:

. Open commissioner position in Ward 3: Eligible applicants are encouraged to apply.

- . Restructuring the advisory boards and authorities: By streamlining (reducing the current eleven boards to five) and standardizing their bylaws and makeup, the Commission aims to improve the impact and efficacy of the boards. This is still in the early discussion stage. The Library Board, as a governing board, will not be affected by this realignment.

5. President's Report, Evan Jones:

- . Love Your Library Month (September): Urging all the board members to be involved at whichever level they are comfortable with.
- . Board CEU/training requirement: The one-hour-per-year requirement will be added to the November meeting agenda.

6. Director's Report, Robyn Vittek:

- . In addition to the written Director's reports that are part of the meeting packet, Robyn shared the followings.
- . Personnel: The Library is hiring. Maria Connell, an experienced librarian, recently joined as a part time Circulation Clerk. The Library plans to extend offers to three more candidates as well.
- . Junior Library Board Member: The Library offered the position to a Mt. Lebanon High School student for the first time. Unfortunately the student declined the offer due to potential conflict of interests. Will try to fill the position next year.
- . Initiatives to raise awareness about the Library, through partnership with the Public Information Office (PIO):
 - . "How to: Lebo" video: A newer feature, on how to get a library card (in honor of Library Card Sign-up Month); will be released on social media soon.
 - . Podcast: In early October, a podcast, one of the earliest of PIO, will reveal the name of the Speaker Series Author for 2023. Hopefully this will attract library regulars, as well as bring new audience to municipal podcasts.
 - . The town Magazine: The November issue will feature Library's 90th anniversary in its cover story.
- . Robyn will attend the PA Association Conference from Oct. 16 to 19.
- . Municipal Pumpkin Patch Parade: Looking for volunteers to join the Library team for this fun event.
- . ACLA/RAD Update:
 - . Robyn was elected Chair-elect for the Librarian's Advisory Council (ACLA LAC). It includes all library directors in the county except CLP.
 - . Robyn is Chair of the RAD Formula Task Force, working diligently with the task force members on a proposal to be voted at the General Membership special meeting. In the current version, our Library will realize a loss from 2022.

7. Committee Reports:

- . Finance Committee:
 - . Marcia and Robyn met with the municipal Finance Dept. in Aug. The budget, as recommended in July, will be submitted. It will provide a 2.75% COLA for the staff. Aware of the anticipated loss of the RAD funding, the Municipality will make up half of the deficit. The Library's fund balance will fill in the remainder.
- . Fundraising and Advocacy Committee:
 - . Monica and Anthony met with the Friends board members on partnership during LYL month and staffing the welcome table.
 - . Garden Tour planning should begin ASAP. Monica will organize a F&A Committee meeting on the subject soon. Marina has already had one garden on the list.

8. Old business, Robyn Vittek:

- . Powerpoint presentation as a fun recap of the Library's busy and popular summer events.
- . Strategic Plan update (included in the packet). Monica: Adding the Library goal about formulating event budgets to the next F&A Committee agenda.

9. New business:

Because the next board meeting coincides with a special program highlighting the 90th anniversary of the Library, Mary motioned and Eve seconded to move the meeting starting time from 7pm to 6pm. The board unanimously approved the motion to allow the members to participate in the program.

10. Advocacy Moment:

"What did you read/watch this month?"

11. Adjournment:

Upon motion by Monica and seconded by Bob, the meeting was adjourned with unanimous approval at 8:20pm.

Minutes submitted by: Eve Reynolds, secretary

