

Mt. Lebanon Library Board of Trustees

Meeting Minutes

July 16, 2024

Present: Holiday Adair, Kristen Baginski, Susan Clark (Library Friends), Marcia Taylor, Bob Taylor, Robyn Vittek (Library Director).

Approval of Consent Agenda Items: moved by Holiday Adair, seconded by Marcia Taylor – unanimous approval.

Comments from Observers: None.

Comments from *Friends of the Library*:

- Fall Mum Plant Sale: August 1-23 online and paper orders will be taken, Sept. 7, 10:00-1:30 in person sale and pick up. Colors: orange, purplish, red, white, yellow
- Pop-Up Sale: August 3, large donation of art books from Duquesne professor made by family
- Sept: Love Your Library month will be membership drive
- Friends Board is now 6 members to handle increase activity of the group

Comments from Commission Liaison: None.

President's Report: None.

Director's Report:

- Stuffed Animal Sleepover a cute success
- July 21st Touch-a-Truck event, Board encouraged to attend, introduce self to staff
- ACLA – general meeting voted to fund the e-resources (which have increased in price) libraries cannot handle patron demand, so put into place restrictions on number of holds and checked out materials a patron can have at one time. Advocated for state level fund for all state libraries (like Ohio) so cost can be shared. 10% of our users are out of county/state. Will seek more state level funding. Publishers charge libraries a lot for these resources.
- ACLA – 2027 strategic plan is updated (mostly action steps) available at their website
- Amy Anderson has budget hearing with RAD August 25 Robyn will attend for support
- PLA – Commonwealth budget passed, so libraries will not have to wait for funds. Flat funding. PLA thanks all those who contacted their representatives to get this done.
- May Director's Report is in paper packet and on Govenda
- Mission statement of the library was created from scratch with help from consultant.

Committee Reports

Governance Committee: will be in Old Business below

Fundraising Committee: Total revenue from Garden Tour = 18,828.00, lower than 2019 (any pre-COVID year) about the same as last year. Ad sales for the program are way down, 2024 = 3,800, 2019 = 10,000. Need to think of innovative fund-raising strategies.

Old Business:

Governance presented final versions of 4 policies after feedback from Holiday and Suzanne, resulting in one substantive change: clarifying the language in #1 and #3 below about patron challenge, If patron is dissatisfied with Director's written response to their challenge, Board of Trustees will review the challenge.

1. Display Policy (new, only proposed version in packet)
2. Fiscal Authority Policy (hard, redline and proposed version in packet)
3. Library Program Policy (hard, redline and proposed version in packet)
4. Patron Behavior Policy (hard, redline and proposed version in packet)

Marcia Taylor moved to accept these versions of policies, Holiday Adair seconded. Unanimous approval. Phil Weiss (legal) will review before they go on the website, but they are now enacted.

New Business:

- Self-Check-Out Machines (4) from Bibliotheca are 10+ years old, Jeremy reports that the budget has room *now* for their cost (39,570.00) and the company made a good deal (same price as 10 years ago, same service contract cost, and RAD covered computer replacements so Library does not have that cost). Library has mostly Bibliotheca products and the company will offer good deals to use the Library as a Showcase Library for their products. Self-checkouts are heavily utilized, little opportunity to get bids from other companies (few exist), does not affect other items in the budget, price includes smaller stands with them. Delivery will be at the end of the year with half paid from this year's budget, half from next year's. Finance Committee has no concerns. Bob Taylor moved to approve this cost, Kristen Baginski seconded. Unanimous approval.
- Service Level Narrative for the Budget Request document to the municipality. Wording reflects a zero-based budgeting strategy. Library always asks for 4-level funding, usually gets 3rd level (standard). Bob Taylor moved to accept the Service Level Narrative as presented, Marcia Taylor seconded. Unanimous approval.

Advocacy Moment postponed to September 17th meeting.

Meeting ended at: 7:37 pm.