

**Mt. Lebanon Library Board of Trustees**  
**Meeting Minutes**  
**April 15, 2025**

**Present:** Holiday Adair, Kristen Baginski, Maura Brand, Pete Halsey, Anthony Moretti, Anne Swager-Wilson (Commission Representative), Bob Taylor, Susan Tracey (Friends of the Library), Robyn Vittek (Library Director), Susanne Wagner.

**Approval of Consent Agenda.** Robyn reported budget is on track and number of patrons in the Statistical Report (p. 7 Govenda version) appears unusually low compared to library's actual experience and last year's numbers. Jeremy has a call to the manufacturer for possible glitch in the system. Will report back on conditions/statistics at July meeting. Moved: Kristen, seconded: Anthony.

**Comments from Observers.** None

**Comments Friends of the Library.**

- PLANT SALE: Profit between 4088.33 and 6164.83 Susan will check with monitor of spreadsheet if higher estimate is not inflated by a duplication of receipts. All 30 birdhouses sold (@35\$), all hanging baskets sold.
- PALA Conference in Oct: Susan will be presenting on Membership, Overcoming Obstacles and General Issues
- BOOK CELLAR: Participated in the Pgh Book Crawl 4/10-4/18 profit = 2,709\$ (compared to \$1340 prior week)
- BOOK CELLAR: fiscal year ended 4/30 with a profit of 94,500\$ (higher than last year)

**Comments from Commission Liaison to the Library.**

- Approving contracts for sidewalk repair/installation, street repair, equipment purchase
- Storm Response was excellent from Firefighters (50 volunteers showed up to help with clean up)
- Storm Response from 911 Call Center failed, investigating why and what back up to implement
- Storm Response from Commission is being reviewed for any improvements needed
- Thanks to the Library for helping people without electricity (including a person needing breathing treatments)

**President's Report.** Comments from announcement of Book Sanctuary on his social media were all positive.

**Director's Report.**

- June 9 SUMMER READING KICK-OFF: Sharon Bruni coordinating, needs help 10-12, 12-2 inside and 5-6, 6-7 (outside) to talk with patrons and sign them up. Robyn will send email for sign-up
- June 24 7 PM ACLA Board Meeting, all are invited to attend. Robyn will send info and Zoom link
- June 27-July 1 Robyn attends American Library Assoc conference in Philadelphia
- Staff Change: Posted a PT Circulation Clerk position, hired Libby Bena as Associate Librarian in Children's (once completed master's degree will be promoted to Librarian)

**Committee Reports: Fund-Raising.**

- Spreadsheet created of businesses Marina has historically sent ad/sponsor/basket appeal to
- 40 emails sent (that did not bounce) with the same appeal
- Maura visited 8 new businesses and gave them the forms for ads/sponsorship
- Maura and Marina have collected donated items for the Board basket (diversity theme), Board will fill in with items as needed
- GARDEN TOUR: need 6 more volunteers for 3 slots
- GARDEN TOUR posters distributed to Board to ask businesses to post

**Old Business: Space Planning**

- DRAW Collective offered to provide information to apply for Keystone Grant this year
- Pete reports fund balance probably needs to be spent
- Robyn puts before the Board: Should the library apply for the Keystone Grant this year and, if received, begin Phase 1 of the renovation (bathrooms and core area of the Library)?

- Concerns:
  - Can the project be managed amidst all the other changes happening locally and nationally?  
Board will support Robyn and staff and explore construction manager options
  - Will Phase 1 conclude with having construction issues the library will have to operate around?  
A challenge but DRAW said they believe it can be done and will help with signage, etc.
  - Can the municipality entertain a bond for the project?  
Yes, and it can happen rather quickly in early 2026
- Fund-raising needs to be done for Phase 2 (Children's upgrade – the original goal of the project) and Phase 3 (Adult area)
- Board Straw Poll: 6 say "yes" to move forward with Keystone application (due Sept/Oct.), 1 abstention

#### **New Business: Governance**

- Policies not ready for presentation, several getting folded into one
- Robyn and Library lawyer were consulted, Governance Committee needs to find time to get together and agree on wording and clarity
- Goal to present at July meeting, vote in Sept (but can present Sept and vote Nov.) it will get done this year

JULY 15<sup>th</sup> next meeting

Meeting Adjourned 8:18 Moved: Holiday, seconded: Anthony

Respectfully Submitted,

Holiday Adair  
Secretary, Mt. Lebanon Public Library Board of Trustees