

**Mt. Lebanon Library Board of Trustees**  
**Meeting Minutes**  
**September 16, 2025**

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

**Approval of Consent Agenda.** Follow-up to the People Counter reporting low numbers: sensor was mounted incorrectly and may have been missing patrons entering the library. Will monitor. Remove the agenda to add item Moved: Pete; Seconded: Kristen. Unanimous vote yes.

New Agenda Item: (add to New Business) Resolution to support Library application to Keystone Grants. Moved: Pete; Seconded: Kristen. Unanimous vote yes.

**Comments from Observers.** None

**Friends of the Library.** (Susan Tracey)

- *Mum Sale* raised 4500\$ sold out by 1:30
- *Holiday Book Sale* (in its 4<sup>th</sup> year) occurs during Jolabokaflod on Nov 22 from 10-4, makes as much money as the Book Cellar in a month
- *Poinsettia Sale* on Dec. 6 during Uptown Holiday Market. Pre-orders occur before, pick up that day (patrons will pay at the table, go to library for pick up)
- *Membership Awareness Month* September (historically about 300 members, currently about 1000)
- *Memorandum of Understanding* between Friends and Library being updated, Pete and Kristin will help
- *New Vice President* candidate (runs a nonprofit, will explore conflict of interest) but good fit along with new Treasurer
- *PCBL (Pennsylvania Citizens for Better Libraries)* asked Susan to be President. She will consider it, possibly stepping back to Vice President of Friends with new VP becoming President

**Comments from Commission Liaison.** (Anne Swager-Wilson)

- Many questions from community about police actions with ICE: DEI Task Force recommended posting all police policies publicly, they are on mtlebanon.org. Section 414 deals with ICE: can't interfere with ICE activity, can't turn people in to ICE, but allows police to cooperate with ICE about "traffic control and public safety." All officers have critical response training – if ICE violates the law, police serve as witnesses
- Budget planning underway: Capital Plan has a placeholder for the library

**President's Report.** (Bob Taylor)

Unavailable as Bob is out for medical reasons.

**Director's Report.** (Robyn Vittek)

- Many activities occurred at the library, see written report
- Love Your Library goal is 30,000\$, to date donations total 25,972. 21, 1300\$ Lions Club, 5000\$ unexpected donation
- Library Card Sign Up Month
- RAD is now year round
- Library of Things – available at various county libraries (tools, etc.)
- Week's event: Welcoming week for the community – see library calendar on line
- Keystone Grant opened Sept 9<sup>th</sup> Merina and Maura working on it, getting required documents from collaborators
- District Budget Hearing (RAD) received 121 applications totaling a request for \$141 million. ACLA requested 1.3 million (2% increase)
- Pennsylvania Library Association (PLA) conference Oct. 20-22 Robyn is Chair, Susan will present
- Pumpkin Patch Parade Oct 15<sup>th</sup> start at cemetery end at library, costumes, hand out candy give Robyn ideas for costume involving a bike

**Committee Reports: Fund-Raising Committee.**

- Garden Tour Survey Results: from guests largely positive, a few gardens hard to find/access/appreciate, many reported 6 gardens as optimal number, hosts largely positive, volunteers largely positive with comments about uneven process across gardens, more timely information
- Idea of having gardens in one location: was generally supported but real issues were identified: parking, getting good gardens, nice to see all of the town when gardens are spread out

**Old Business.**

- Space Planning: getting information from Draw Collective for Keystone Grant, no changes to plan as presented to the Board. Will update at Nov. meeting (one week before grant is due)
- Policy Revisions: Tabled to Nov. (Moved: Holiday; Seconded: Kristin) when Bob can attend

**New Business.**

- *2026 Budget information:* Budget Worksheet final column is proposed 2026 Library budget which included the already approved Service Level 4 language. 1.772 million will become 1.79 million if approved. Staff costs (set by municipality) are the bulk of the budget – approval at November/December commission meeting
- *Municipal Comprehensive Plan:* Library working with consultant to establish “SMART goals” associated with the Community Comprehensive Plan and prefers measurable goals to be able to report to community use of funds, not as a punitive function. Robyn would like to update the Library Strategic Plan as a goal
- *Resolution from Board for Keystone Grant:* Fact Sheet about Project is given to entities that are asked to provide a letter of support for Keystone Grant. Grant application requires resolution from a body that is official in recognizing Robyn as the Library authority to gather information and apply for the grant. It is not clear if that body is the Board of Trustees or the Mt. Lebanon Commission since the grant request is coming from the Commission, not the Library, but to make sure all required documents are ready for submission, Board of Trustees will submit a Resolution.  
Moved: Pete, Seconded: Kristin. Approved Unanimously.

Meeting adjourned at 8:04 PM Move to Adjourn: Kristin, Seconded: Pete

Respectfully Submitted by Holiday Adair, Mt. Lebanon Library Board of Trustees Secretary