Mt. Lebanon Library Board of Trustees
Meeting Minutes
July 21, 2026

Present: Holiday Adair, Kari Ashcroft (Friends of the Library), Kristen Baginski, Maura Brand, Anthony Moretti, Robert Taylor, Susan Tracey (Friends of the Library), Robyn Vittek (Library Director), Susanne Wagner.

Approval of Consent Agenda.

- Reported statistics are typical, no anomalies
- Budget is on track for this time of year
- Highlighted numbers in monthly report might be of interest to Board of Trustees

Moved to Approve: Anthony *Seconded*: Holiday Unanimous approval.

Comments from Observers. None

Friends of the Library. (Susan Tracey)

- *Mt. Lebanon Garage Sale (7/18):* 2396.50$ netted
- *PCBL Scholarships:* 4 awarded to library staff to attend their first PALA conference (10/4-7 in Harrisburg Board is invited to attend; includes tour/events at State Library and capitol building)

Comments from Commission Liaison. None

President's Report. None

Director's Report. (Robyn Vittek)

- *New Employees*: Anna Mae Bollin; Jamie Matias – event planning, admin, data analysis, will acquire some of the admin that others were doing
- *Large bequest* will be received July 22nd - will help with Renovation Project
- *American Library Assn Conference:* Robyn attended relevant sessions including keynote by Dr. Jill Biden, Billy Porter, Jenny Pugh (Book Sanctuary Movement founder – invited Robyn to a panel at Brooklyn Book Festival Sept. 23 – 6 pm can be attended virtually: *https://brooklynbookfestival.org/event_type/virtual-festival-day/*
- *PALA Awarded to Scott Buchanan:* for Best Practices
- *PALA President Elect:* Robyn will be president in 2028
- *RAD:* committee forming to promote the RAD Pass
- *State Budget:* passed with flat funding to libraries; $10,000 cut to state library

Committee Reports: Fund-Raising Committee

- *Garden Tour Raffle Basket:* please remit 20$ to Maura Brand for Board Raffle Basket
- *Garden Tour Funds Raised:* 1500$ ads, 1875$ individual donations, 3653$ equivalent in donations to raffle baskets, 4348$ in raffle basket ticket sales = 8723$ net (does not include the raffle basket donations)
- *July 6 Meeting :* Mt. Lebanon residents interested in gardening attended (10+) to discuss ways to increase interest in being a Host.
    - Discussed using HS volunteers to help gardeners prepare (strategy has problems)
    - Disseminate information via school mechanisms of communication to parents
    - Make sure communication is an invitation and be clear the bar is low (accessibility and lay out has an in and out, located in Mt. Lebanon)
    - "Every Garden has a Story" theme
    - One result: Sept 2nd Room A Information Conversation with community, Fund-Raising Committee, library coordinators and previous Hosts
- *Plan Moving Forward:* Line up Hosts in 2-year intervals – get commitments, handout interest form at each Garden Tour

Committee Reports: Finance Committee. None

Committee Reports: Governance Committee. None

Old Business.

- *Renovation Project*
  - RFP for Construction Manager (3) resulted in hiring *RJS Construction* (municipality will award)
  - Contract will be finalized with them and plan constructed about moving forward with work
  - RFP (open bidding) is out to hire construction company for actual work

New Business.

- *Service Level Narrative:* for budget requests is always level 4 to cover e-resources (increased exponentially 20% increase from last year)
  Moved to Approve: Holiday *seconded:* Anthony Unanimous approval.
- *Policy Updates:*
  - Located in Documents folder of Govenda (Manage All Documents>Policy Updates>2026 July Proposals) current policies are on Library website
  - Be ready to discuss/vote at September meeting: address what's missing, inaccurate, questionable/confusing to Bob before meeting if possible
  - *Duties and Responsibilities of Library Director and Board of Trustees*: completely re-written to reflect the true set of duties for each entity and the ones that are shared
  - *Lending Policy*: completely re-written to update language and current resources (language to accommodate e-resources usage)
  - *Computer Use Policy:* in draft form (used other libraries' for guidance) waiting to hear about website filtering to finalize; might be presented at Sept meeting for November vote

Meeting Adjourned at 7:50 pm *Moved to Close*: Kristen *Seconded*: Anthony Unanimous approval

Moment of Advocacy ensued.

Respectfully Submitted,

Holiday E Adair, Secretary
Mt. Lebanon Board of Trustees