

## Minutes of Board Meeting

Oakmont Carnegie Library July 12, 2017

Attendance: Deb Ormay, Beth Mellor, Shane Michael, Nancy Ride, Lindsay Osterhout, Kristy Bodnar (SMART Campaign Chair)

The meeting was called or order at 6:45 pm.

**APPROVAL OF MINUTES:** Minutes of the June 14, 2017 meeting were approved. Lindsay Osterhout moved to approve the minutes and Nancy Ride seconded the motion.

### CONSENT AGENDA:

Staff Reports: 97 adults and 265 children signed up for Summer Reading. This is OCL's best year ever for Summer Reading participation. 60 people total attended adult programs that included a seminar on solar energy, a seminar on moving, a talk about Charlie Chaplin, and a talk about beekeeping in Allegheny County. There were 19 Children's programs in June with 837 attendees.

The well-rounded Board: Lindsay presented a handout from the continuing education seminar she attended that addressed different personalities on a Board and the importance of having a well-rounded board. This handout will be circulated to Board members. The Board went through the exercise of placing members in appropriate spots and was happy to see we had members in every category.

Honoring Joanne Brownlee: Deb introduced the topic of honoring Joanne Brownlee for her years of service on the OCL Board. Possible ideas were to donate an American Doll to the collection in her name, donate a cook or golf book to the collection in her name, and/or have a plaque placed in her honor for her work on the Taste of Two Towns. The Board will look into obtaining a plaque and book to commemorate her service.

**DIRECTOR'S REPORT:** 35,893 patrons were in and out visiting the Library in the month of June.

All paperwork has been filed with the state regarding obtaining funding for outreach to Verona.

The Yoga group volunteered to maintain the outside garden. They kindly donated a bench and plants.

An electrician advised that light bulbs and gaskets need replaced for the fixtures. There is an issue of a power break in some of the bulbs of the florescent lighting. The library has been advised that the florescent lighting needs replaced. Beth forwarded this information to Tom Briney of Borough Council.

The Allegheny County Library failed to invoice OCL for three years and recently sent a cumulative invoice for \$10,000. This has been paid, but has emptied the 2017 book budget. OCL has received some memorials to purchase books and Beth will ask the FOOLS for a donation to purchase books.

Beth reported the results of the survey asking library patrons which night they would like back when the library adds more hours. 60% of responders indicated they wanted Tuesday and Wednesday night hours restored.

Not included in the report, but brought up at the meeting was a recent Mission Moment. The Fun Camp in Verona recently engaged in a Build A Bear event. 37 children participated. All but 3 children had never participated in a Build A Bear project. All the children were very happy and thankful for their bears. The remaining 12 bears not used that day, will be used with the Extended School Year children at Tenth Street School.

Beth reported that OCL was well supplied on snacks for the children/Verona programming.

**CHAIR REPORT:** The Library is still waiting to hear back from the State concerning if OCL will receive funding for providing services to the Verona community.

Deb pointed out that Pennsylvania requires libraries to allocate 12% of their budgets for purchase of books and materials. Oakmont library's current materials allocation is 7%. The state may reduce funding if Oakmont continues to miss this benchmark. Once the state reduces funding to Oakmont's library, the Regional Asset District (RAD) will stop funding the Library. Loss of RAD funding would be substantial, as they provide 24% of the annual budget. Oakmont Carnegie Library is 1 of 8 county libraries that has not met the 12% requirement. So far Director Mellor has been able to provide adequate explanations to the State for the Library's failure to meet the standard. It is not clear for how much longer the State will let us slide. Deb prepared the quarterly report for submission to Borough Council.

Nancy, Laurie and Deb are scheduled to meet on July 25, 2017 to work on the OCL Board bylaws.

**FINANCE REPORT:** Expenditures are on track for the year in accordance with the budget.

**SMART Campaign:** 19 businesses have contributed in response to the first mailing. Total donation amount to date from the first wave, which went only to local businesses, is \$2,795.00 as well as 4 passes for a round of golf. Beth sent a public "thank you" on the Grapevine as well as the OCL website and will do so for two recent business donors. Beth will also post "thank you's" on the OCL Facebook page. Thank you letters were also mailed to donors.

Beth sent follow up emails to businesses who have not responded to the donation letter.

The OCL website has been updated with the SMART campaign logo as well as a donation page and donation meter showing the campaign's progress.

The SMART committee is working on obtaining window clings of the SMART campaign logo to give as a “thank you” to donors. The Board decided the window cling would be the SMART logo along with the language “I Donated”.

Beth reported that Borough Council designated a new line item for monies received through the SMART Campaign. The Board voted and passed the motion to provide Borough Council with the following language to accompany the SMART Campaign line item: “The money received from the SMART Campaign is to be considered a restricted fund to be accessed and used upon the request of the OCL Board.” Deb will provide this language to Lisa Jenson/ Borough Council.

The Board agreed that funds raised through the SMART campaign must be used on the designated projects so the community may see their donations come to fruition. The Board discussed possibly a SMART sticker to be placed on items around the Library purchased with SMART funds. Nancy advised that we must inform Borough Council on how the SMART campaign proceeds are spent.

Additional outreach through the SMART campaign was discussed. Ideas included a cookie at Oakmont Bakery with the SMART logo and proceeds donated to the SMART campaign, a presentation to residents at Longwood about the SMART campaign, and advertising for the SMART campaign inside the Library.

Note cards will be printed with the squirrel watercolor print that won Honorable Mention in the SMART campaign logo contest. A \$500 matching fund donation from ---- is earmarked to be used for printing costs. These cards will be sold with proceeds going to the SMART campaign. A suggestion was made to also ask local businesses to sell the cards in place of a monetary donation. These businesses would receive the “I Donated” SMART window cling.

The next wave of donation requests will go to nonlocal business and foundations. The donation request letter will be tailored to the appropriate foundation preferences.

**ENDOWMENT FUND:** The Board recognized the need to provide Borough Council with language identifying how endowment funds will be used. It was agreed that the language must be simple and broad so that the Board does not limit the use too narrowly. In discussion, the members agreed that the goal of the endowment fund was to be used for the community to support projects not covered by the Borough budget or as a safeguard in the event of a catastrophe. All in attendance agreed the monies were not to be used for day to day operation of the Library. All in attendance also agreed that the fund should grow to approximately \$250,000 before any funds are rolled off. Deb will work on drafting an endowment fund policy for the Board to review and vote on at the next meeting in September.

It was agreed that at this point in time, the endowment fund is not and will not be at any time in the foreseeable future an amount that would provide a monthly interest payment which could be used towards operation costs.

Beth advised that the donors to the current to the endowment fund did not place any restriction on how their bequests were spent. She also confirmed that the endowment fund investments were all invested in socially responsible funds that line up with OCL values.

#### FUNDRAISING EVENTS:

OCL Night at the Pirates Game: 29 tickets were sold with a donation of \$3 per ticket to OCL.

Touch A Truck: Lindsay is meeting with the Oakmont Lions in the upcoming week to plan the second Touch a Truck event. This will be held on September 3, 2017 and proceeds from the event have been earmarked to be used towards the purchase of books. The committee plans to ask Giant Eagle and ABC Beverage for food and drink donations again. Community Market was suggested as a possible donor for water bottles.

Booktoberfest: Karen spoke with Summer Tissue of the Chamber about having food trucks at the event this year. The event will be held the first Saturday in October. A possible idea is to lower the ticket price to \$15 and ask the food trucks to donate a portion of the night's food proceeds. The hope is to open the event to more people, including foot traffic that may come just for the food trucks.

#### OTHER TOPICS DISCUSSED:

- The gutter cleaning has proven to be vast improvement on the basement flooding. Despite recent heavy summer rains, there has been no lower level flooding. The storm drains appear to also need cleaned. Beth has already contacted the Public Works/Sewage Authority, and will follow up.
- Beth explained that the PA Star Forward designation for libraries is an award system selected by the state based on a particular metrix.
- Beth reported that a County Library training/membership meeting will be at OCL in October.

The meeting adjourned at 9:04p.m.

Respectfully Submitted,

*Lindsay Osterhout* – Board Member