

LIBRARY BOARD OF THE BOROUGH OF OAKMONT

MINUTES

July 9, 2025

Present: Caitlyn Boland, Rebecca Panza, Ann Galm, Ann Buechli, Candace Hill, Emily Stimmel. Alex Taylor and Maggie Soff joined virtually.

Absent: Laura Spisak

Chair Rebecca Panza called the meeting to order at 5:34 PM.

The June minutes were reviewed. Ann G. had a clarification question on the previous discussion of security systems. Candace moved that the minutes be approved as written. Ann B. seconded. Minutes were unanimously approved.

Financial Report

Ann B. presented:

- Revenue is higher than budget, with major revenue up by \$14,000 due to book sales, contributions, gifts, RAD funding, and interest.
- Expenses are also higher than budgeted, specifically for building repair and maintenance which is \$30,365.47 to date. Required HVAC repairs pushed expenses in this category above budget, but without that, would be on budget.
- Under major expenditures, \$19,682 has been spent against a budget of \$33,500 for A1 Concrete Loading and Higgins Professional Wall Covering.
- The Wells Fargo account is doing well, with growth to date covering this year's advisory fees and a transfer of \$20,000 to cover previous expenditures in 2024.

Staff reports

All staff reports were reviewed. The board is impressed with the busy schedule of summer events. The staff is nearly done preparing the fall schedule of events, which will have lots on the agenda.

- There will be a Makers Mart on August 2, coordinated by Kelsey B. This will be a first-time event to celebrate the end of the summer reading program. Unfortunately there was a social media scam asking vendors for payment, but after the library notified all the vendors and the IT department, it seems that nobody fell prey to the scam.
- Stephanie is organizing a gathering of local authors in November.

- The library has started a video game collection for loan, transitioning away from some audiobook and DVD purchases. There was discussion around changes in formats preferred by patrons.
- Emily had a question about the Want to Make an Album event, which was cancelled because they didn't get enough participants signed up.

Director's report

The board reviewed Caitlyn's report and statistics.

- The youth Borough Council representative reached out to organize a food drive fundraiser with a food truck on Allegheny River Boulevard. The fundraiser will use the library courtyard on August 24 from 2-7 pm.
- There was good turnout for the author event in June, held in partnership with Myster Lover's Bookshop. There will be another joint author event on September 27.
- Caitlyn met with RAD's Library Program Officer and the Executive Director of the Allegheny County Library Association to walk through the building and discuss needed repairs and upgrades.
- Higgins completed metal work, repainting windows and the front door, and treating rust. Unfortunately, caulking the children's room window did not fix the leak so will need to address it again.
- Reviewed spreadsheet to keep track of HVAC repairs from late 2024 to date, including equipment and frequency. If repairs continue at this level of frequency and expense, it might be more cost effective to replace the system (sooner than planned).
- Working with Maggie to review bylaws.
- Updating website to make it more accessible and user-friendly, as well as adding online forms for memorial donations.
- RAD requires an updated formula for library funding on a regular basis. The libraries formed a committee to present an updated formula to RAD. The committee will present three different formula options for a vote at RAD's November meeting. Caitlyn advocated for a 5% cap in budget changes; this was the preference of all library directors county-wide to provide stability year to year. One version would be a \$25,000 decrease in funding for OCL. There was some discussion about population determinations. The state report with the three most recent years of data was used.
- Presented draft letter for Love your Library campaign to be printed at end of July. There will be another batch of t-shirts and yard signs to be distributed soon.

- Planning for Touch a Truck event on Sun 9/17 from 10-2. The youth council representative will get 10 teen volunteers, and board members were asked to volunteer as well.
- Asked any interested board members to serve on a strategic planning committee led by Rebecca
- Discussion about a request from a local resident to film a movie in the library after hours. Board members discussed that the library should have a standard image release form for staff and a liability waiver. There was also discussion of developing a broad policy covering any filming in the library.

Chair report

Rebecca gave an update on the library's building assessment. The Borough Council officially approved GBBN to conduct the assessment. Rebecca, Caitlyn, and Ann G. met with the GBBN team on July 7. GBBN is starting with staff surveys and interviews. The Youth Council Representative will be the point person for doing a teen survey once school starts. GBBN also wants to meet with the Board in early September. She also discussed plans for a passive activity to gather information from library users in building.

Verona update

Emily discussed plans for a native garden in the side yard of the library. She also had questions about trees that seem to be growing too close to the library walls. She will discuss with Scott and the Shade Tree Commission.

Discussion of endowment and related policies

Alex led a discussion of the current endowment policies. Caitlyn found information that \$8,000 was raised for the endowment in a fall 2014 fundraising campaign. She will ask Deb Ormay to clarify if there were any restrictions on the usage of the construction settlement.

There is a draft endowment investment policy that was not previously approved by the board, so the Board and Caitlyn discussed the draft language. Caitlyn will confirm that some of the draft language accurately reflects the Borough Code and Library Code.

There is a board-approved endowment spending policy. There was discussion about raising the annual draw from the endowment. Board members expressed a desire to preserve the principal of the endowment and continue its growth. There was general agreement to keep the annual draw for general operations around 2% annually, with the option to withdraw up to 2-3% additionally for special capital improvement projects and emergency maintenance (not regular maintenance).

Action items

- Board will respond to scheduling emails regarding a meeting with GBBN.
- Alex will update the two endowment policies based on the discussion in preparation for a Board vote in September.

There being no further business, Rebecca moved to adjourn. Ann B. seconded. The meeting adjourned at 6:45 pm.

There is no meeting in August. The next regular board meeting will be Wednesday September 10, 2025 at 5:30 pm.

Respectfully submitted,

Alex Taylor