

Library Board Meeting 9/12/2018

Katie Lascola called meeting to order at 6:37pm

Board Members Present: Katie Lascola, Deborah Ormay, Nancy Ride, Beth Mellor, Laurie Sliben, Lindsay Osterhout, Shane Michael, Matt Kissane

Public Members Present: Lisa Jensen, Leah Powers, Carrie DelRosso

Approval of Minutes: Deborah Ormay moved to approve the July 2018 minutes, Laurie Sliben seconded the motion, motion passed.

Consent Agenda:

- Karen Crowell's report: The Girl Scouts donated Little Bits Snap Circuits and the county provided some lego parts that can be added to the Little Bits for STEAM programming. These will be used for the after school programming in October.
- Stephanie Zimble's report: the county is putting more money into the ebook catalogue due to popularity.

Director's Report:

- \$1200 received so far in response to the Annual Campaign mailer.
- Keystone Grant – A request for an extension has been sent to Ed Lupico in Harrisburg because OCL received no bids in response to the recent opening for bids. The bid specs were reissued two weeks ago. This is the third time specs have been sent out for bid.
- Bills for the engineering costs have been built into the Major Expenditure line item. This was done so that the majority of the grant funds would be spent on the building itself rather than on engineering services. OCL is under budget for Minor and Major Expenditures for 2018 so far.

Chair Report:

- Katie Lascola and Beth Mellor met with Borough Treasurer, Borough Manager and Council President to help explain the Keystone Grant process, discuss library flooding issues and agreed to have all Library/Council communication in writing. The Board will provide a report to Council listing the issues causing flooding.
- Nancy Ride and Shane Michael volunteered to be a Facility Maintenance Committee. This Committee would list repairs that need addressed and help facilitate coordination of repairs with the Borough office.
- Borough President suggested a facility maintenance line item be added to OCL Budget so basic maintenance issues can be handled directly by the Board, i.e. replacement of light bulbs, cleaning the windows. The Facility Maintenance Committee will come up a list for the Borough Office of maintenance items and work to schedule routine maintenance.

Lindsay Osterhout moved to convene a Facility Maintenance Committee with an associated line item, the motion was seconded by Matt Kissane, motion passed.

- The Board received a list of questions from Council. The Board will provide a written response to the questions for Council.

Finance Report:

- Funds have been added to the Buncher Foundation funds. Bills for July and August books just came in for a total of \$10,000. OCL is buy books on schedule. There is a Service Master bill for cleaning after the recent flooding that still needs paid for \$9,000. This is under repairs and maintenance.

SMART Campaign: Lindsay Osterhout reported that the next step is to see funding from foundations. Kristy Bodnar can no longer chair this committee. Requests to foundations are calendar specific and appears to need a lot of input from the Library Director. Lindsay Osterhout volunteered to work on this with Beth Mellor.

Touch A Truck: Lindsay Osterhout reported that fire trucks, mail truck, dump truck, garbage truck, book mobile, ice cream truck, etc. are lined up. A volunteer signup sheet for concession stand and ticket table was passed around. Donations/sponsorships have been received from Giant Eagle, ABC Beverage Co, Mystery Lovers Bookstore and Osterhout Berger Disability Law.

Booktoberfest: Laurie Sliben reported Mighty Oak Barrel will be catering. Two breweries are lined up.

Discussion of possible Capital Expenditures for 2019: Security cameras, roof repairs.

Panic buttons have been installed upstairs and downstairs.

The public meeting adjourned at 8:13pm to Executive Session to discuss staff updates, incident reports and to discuss how to draft responses the list of questions asked by Council Member, and using Board Book-It for 2019.

Executive session adjourned at 8:44pm

The Board came out of Executive session to agree to draft responses to the list of questions as a Board.

Meeting adjourned at 8:59pm

Respectfully submitted,

Lindsay Osterhout