

OAKMONT CARNEGIE LIBRARY  
Board of Directors  
June 10, 2020  
Minutes

Present: Matt Kissane, Katie Lascola, Beth Mellor (non-voting), Shane Michael, Deborah Ormay (phone), Heather Pletcher, Laurie Sliben, Wendy Emery.

Chair Laurie Sliben called the meeting to order at 6:44 p.m.

Beth announced that Heinz History magazine would be featuring our library in their October issue and she would be scheduling a meeting with them to discuss our history. Laurie questioned how we were selected to which Beth replied it was due to our partnership with their authors and the HCAP program.

The minutes of the May meeting were not reviewed at this time. It was agreed upon they would be reviewed and voted upon at the July Board meeting.

The Board reviewed Karen's Staff Report. Laurie stated that the Summer Reading would continue to be online. She also questioned if we could provide the link for our YouTube channel on the website as well as sharing the videos on social media. Beth commented that she would provide links on the library website for all the YouTube channels we put programming on. Karen is now at the library Monday – Friday, for about 3-4 hours per day. There are a lot of books being dropped off and needing to be scanned.

The Board reviewed the Director's Report. Beth shared that the Zoom Book Club was going well. Laurie questioned how the homebound patrons were doing. Beth said that all appear to be doing well. The volunteers have been checking on people as they can and Dixie has done several grocery runs if needed to help those who cannot go themselves.

Beth stated that Verona Borough had completed a survey on children and reading. The survey found that children do not have reading material at home during these times. Many children have been left to read various household items such as cereal boxes, pasta boxes, etc.

Beth also stated that the website is up to date at this time. Laurie questioned if the current Board was listed. Beth stated that Stephanie is in charge of making changes to the page and we are currently creating a new format with Adobe Dreamweaver. Beth stated that she would send out the information form to all current Board members and would have the site updated. Pictures will be taken as well to update the site.

Laurie stated that the new computers would be arriving soon. Beth stated on Tuesday June 16<sup>th</sup> all computers would be replaced and have upgraded software. Shane questioned what would happen to the old computers. Beth stated that HP takes the old computers and refurbishes them. The Library will in place be receiving a new server, software upgrades, and a faster processing system in the teen area. Teens will be able to better play computer games. We have also partnered with local artist Joe Wos for an art class which is done on the computer so the quicker systems will help with that when the timing is good.

Beth stated that CLP book pick-ups begin June 15<sup>th</sup> and all staff was eager for that to begin. Matt questioned how the inventory would be after the 15<sup>th</sup>. Beth stated that books are supposed to be shipped back, however the county wide system most likely won't be up and running until July 1<sup>st</sup>.

Laurie questioned the reopening plan and if any staff seemed hesitant to return to work. Beth stated that the majority of staff are comfortable coming in. Unemployment ends July 25<sup>th</sup> and the extra money given out will end. Scot Fodi, Borough Manager, has given the Library disposable face masks to distribute to staff and patrons if necessary. Temperatures of all staff are also being taken upon entering the building.

Laurie presented the Chair Report. She stated that Heather Pletcher had been sworn in and can now be a voting member. She is working on getting Wendy Emery scheduled to be sworn in. There has been an inquiry from Jeanette Eleff, a resident of Verona, about becoming a member of the Board. Per the By-Laws, she may be a non-voting member. We will send her an application and the Board will vote. Beth stated she could bridge the gap between the seniors and the RCC in Verona.

Matt presented the finance report. We've reduced expenses related to library operations. We should know about the RADP money 20% cut by the July Board meeting. The state has waived all requirements per spending. The county has not yet voted if there will be no fines charged for the remainder of the year. The gaming table money has also been cut.

Matt stated that the Whelan letter entailed a different approach; less stocks and more bonds. We were looking at what other nonprofits were doing in terms on this. Beth will go back to Whelan about the next 12 months, putting in 1% versus 2% cash. Matt recommended the less aggressive approach. A motion was made to change our investment allocation to Wells Fargo's aggressive growth and income allocation. Matt motioned, Katie seconded. All were in favor and the motion was passed.

Future Fundraising was discussed. Mimi the chair of ToTT, committee member Ann Galm, and Board member Heather Pletcher were going to brainstorm future fundraising ideas and bring them back to the Board. Many ideas were raised and Heather Pletcher said she would reach out to the Chamber about their fundraising for the remainder of the year.

Further documents were reviewed by the Board.

Laurie stated that if the By-Laws were approved by the Board, they would then be sent to Council for their legal personnel to review. Katie questioned about continuing education being a requirement of the Board members. Beth stated that the Commonwealth of Pennsylvania required Board members to take one CE course per year. Beth stated that she will add this to the By-Laws; One CE course per year as a Board Member is required following State regulations per the Commonwealth of PA. Motion to approve the By-Laws as amended was made by Katie, Matt seconded, and all were in favor.

The Memorandum of Understanding (MOU) was created to outline and define the differences and separate the duties of the Board of the Library and the Borough of Oakmont. Shane questioned how much control over our funding the Borough had. Matt stated that a chart was made to show our funding and Beth would mail that out to the Board. She stated that the pictorial chart would be sent to the Borough along with the MOU. Matt also commented that the purpose of this MOU is to shield ourselves without being too obvious. There was discussion over what the Borough could actually control. Laurie stated that we will add to the MOU, the building Parcel #

located at 700 Allegheny Avenue will remain a library. Motion to approve the MOU as amended was made by Matt, Shane seconded, and all were in favor.

The Endowment Policy document was reviewed. Beth stated that the Annual Use of Funds this year would use the 2% of funds for operating to make up for ToTT. Matt stated that under Fund Access we add the requirement of a vote of the Board for access of the funds. The treasurer, Chair, and director signature, or at least 2 of those stated, would be needed to access funds. A motion was made to approve the Endowment policy as ~~amended~~ by Katie, Heather seconded, and all were in favor.

Laurie stated that all three documents, since approved by the Board, would be sent to council.

There being no further discussion, Matt moved the meeting be adjourned; Katie seconded. The motion passed. The meeting was adjourned.

Respectfully submitted,

Heather Pletcher  
on behalf of  
Deborah Ormay  
Recording Secretary