

OAKMONT CARNEGIE LIBRARY BOARD

Minutes

September 11, 2019

Present: Matt Kissane, Katie Lascola, Beth Mellor (non-voting), Deb Ormay, Nancy Ride, and Laurie Sliben

Excused Absence: Shane Michael and Lindsay Osterhout

Katie Lascola called the meeting to order at 6:37 p.m.

The Board reviewed the minutes from the June 12, 2019 meeting. Matt moved the minutes be approved; Laurie seconded the motion. The motion was approved unanimously, and the minutes were approved.

The Board reviewed the minutes from the July 10, 2019 meeting. Matt moved the minutes be accepted as amended; Deb seconded the motion. The motion was approved unanimously, and the minutes were approved.

The Board reviewed the staff reports submitted by Karen Crowell and Stephanie Zimble. The Board noted that the Library had representation at Verona's Community Days, which featured Karen Crowell and Vicki Federline hosting a table with items promoting literacy, information about the "Love Your Library" campaign, and craft kits. Karen and Vicki provided information on Library programs.

Director Beth Mellor reviewed her report.

- The Love Your Library appeal program has begun. The letters were posted Friday.
- The Library applied for a \$15,000.00 grant offered by the Snee-Reinhart Foundation to support creation of a Maker Space.
- Beth identified a local repairperson to provide repairs as needed.
- A small leak in the HVAC system has been identified. Beth has reached out to R & B Mechanical for repairs. She will explore if there's a warranty on the HVAC equipment.
- Beth reported progress made on the lighting update for the Adult area in the Library. We will use money from our SMART fund and major expenditures to cover the costs of the LED bulbs.
- Beth described the next steps from the Oakmont Library survey. The Social Work Department from the University of Pittsburgh collected the survey data. The surveyors will meet with the Library staff and Board to review results. The information from the survey will help us develop our Strategic Plan. Other information to be included in our Strategic Plan will be the Building Survey. All of the information from our Strategic Plan will support the Borough's Long Range Plan.
- Beth indicated that there has been no response from the new principal at Verner Elementary School with respect to continuing to offer programming. She will reach out again.

The Library Board Chair did not have a report at this time.

Matt reviewed the financial reports.

- The budget for purchase of books/materials is on target.
- The grant funds appear to be flowing into Line item 380-Miscellaneous. This needs to be corrected.
- Line item 456.241-General Supplies is higher than it should be. This needs to be investigated and corrected.
- It was noted that part time wages increased, and that impacted several line items.

Nancy presented a building update. She indicated that Tom Briney will help us identify a firm that could perform the building evaluation. Information gleaned from the building evaluation will support our Strategic Plan and, in turn, the Borough's Long Range Plan.

Lindsay will approach the PNC Charitable Trust for information on grants. Laurie Anderson continues to provide support in our grant-seeking endeavors.

The Library is in receipt of bequests from the estate of Frank Ferko. Beth reviewed the details of the bequest. The Board reviewed next steps. Nancy moved that Oakmont Carnegie Library Board:

1. Accept:
 - a) NSS Life Policy #16123590 with a value as of 6/19/19 of \$145,330.30
 - b) NSS Life Policy #16128695 with a value as of 6/19/19 of \$171,807.42, one half of which is \$86,188.71.
 - c) New York Life Insurance Company Annuity #52136195 with a value as of 6/19/19 of \$455,362.83
2. Authorize Beth Mellor, Director, to collect said annuities and execute any documents required to do so. Funds to be deposited in Oakmont Carnegie Library's Endowment fund held by Wells Fargo (account #6384-6731)

Laurie seconded the motion. The motion was passed unanimously.

In addition to the 3 annuities, the Library is in receipt of a bequest from Mr. Ferko's estate. The Board determined to accept the bequest when details are known. We will create a committee of Library Board members to oversee this process/Endowment. We will send a memo to Borough Council for their upcoming working session informing them of our plans with respect to the annuities and the bequest.

The Bike Parade was successful. The Board will send Joe Flanick a thank you note for loaning us his bike trail equipment. We raised approximately \$2,000.00 with this event. For 2020, we may hold the event after school starts.

Booktoberfest has been cancelled this year. The Board briefly discussed whether or not to keep this fund raiser going forward. Further exploration/conversation required. The Board agreed to be more involved in upcoming Taste of Two Towns events.

The Board identified the following committees as necessary for development of the Library's Strategic Plan:

- Building
- Endowment
- Fund-Raising
- Personnel

The Board was adjourned to executive session at 8:27 p.m.

The executive session adjourned at 9:10 p.m.

Respectfully submitted,

Deborah Ormay
Acting Recorder