

LIBRARY BOARD OF THE BOROUGH OF OAKMONT
Minutes
September 9, 2020

Present: Wendy Emery, Matt Kissane, Katie Lascola, Beth Mellor, Deb Ormay, Heather Pletcher, Laurie Sliben

Absent: Jeannette Eleff (Verona representative) and Shane Michael

Guest: Lindsay Osterhout

Chair Laurie Sliben called the meeting to order at 6:34 p.m.

The Board reviewed the minutes from their 7/8/2020 meeting. Katie moved the minutes be approved. Wendy seconded the motion. There was no further discussion, and the motion passed.

The Board reviewed staff reports. The number of virtual program attendees was noted. Beth will share this figure with the state. The Board complimented Stephanie's work on the updated website which should be launched soon.

Beth answered questions in follow up to review of the Director's report. She updated the group on how the Library re-opening has been going and on some of the issues with the HVAC system. The HVAC system will need to be replaced in a few years. She suggested that we establish a reserve fund and that we could apply for a Keystone Grant to help defray the costs of HVAC system replacement.

Beth will insure that the Board receives a copy of the article that will appear in the Heinz History Center magazine October issue.

The building analysis is on hold. The next step is to have an inspection which will be conducted in accordance with COVID protocols. Beth hopes to have the inspection performed in the fall.

Matt reviewed financial highlights with the group. The endowment is doing well. We will roll a percentage off the endowment into our operating budget for 2021. Beth received a draft of the budget and will share it with the Board. Matt thinks that the Library should be ok financially through the rest of 2020. We have potentially declining revenues for 2020 and 2021. We will have to look where we may be able to leverage some of our costs. This may involve review of hours, salaries, and book purchases. The RAD received a grant, resulting in the 20% cut being reinstated. The Board agreed that while the Library's service model has changed, use has increased. The RAD has not provided information regarding funding for 2021. Beth anticipates receiving that information in October. We have 5 full months of funding from the state. The most critical library funding comes from local support and the RAD.

The only fund raising the Library intends to conduct for 2020 is the Love Your Library campaign. Beth reported already receiving donations.

The Board received feedback from Council liaison, Lindsay Osterhout, regarding the documents submitted to Borough Council for approval. These documents included the Memorandum of Understanding (MOU), the Bylaws, and Endowment Policy and Use Parameters. Discussion focused on the MOU. The Library Board can't enter into an agreement with itself, so the MOU as written does not make sense. We need to clearly delineate which entity holds responsibility

for which aspects of library function. For example, Borough Council will be responsible for A, B, C, and the Library Board will be responsible for X, Y, Z.

Kate, Borough Council's counsel, petitioned the IRS for the original 501C3. The Board was granted 501C3 status in 1979. The original document should tell us how the Library Board should be set up. Beth will follow up with ACLA to explore different cost structures.

Laurie and Beth meet on 9/16/2020 with Borough administration and some Council members to propose how to divvy up the responsibilities, i.e., programming vs. building. Beth asked Matt to develop ideas on how to differentiate those aspects of library functions.

There being no further discussion, Heather moved the meeting be adjourned; Katie seconded the motion. The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Deborah Ormay
Recording Secretary