

LIBRARY BOARD OF THE BOROUGH OF OAKMONT

Minutes

December 9, 2020

Present: Jeanette Eff, Wendy Emery, Ann Galm (guest), Matt Kissane, Katie Lascola, Beth Mellor, Shane Michael, Deborah Gray, Lindsay Gierhout, Heather Richer, Laurie Siben

Chair Laurie Siben called the meeting to order at 6:32 p.m. The Board welcomed Ann Galm and acknowledged Matt Kissane's diligent service to the Board over the past six years and thanked him for his service.

The Board reviewed the minutes from the November meeting. Matt moved the minutes be approved. Heather seconded the motion. There was no further discussion, and the minutes were approved unanimously.

The Board talked about the staff reports. Beth indicated that the 'Grab 'n' Go' kits are such a success with children that staff decided to create 'Grab 'n' Go' kits for adults, patterned after the "Mothers' Night Out" craft programs. Beth assured the Board that there is no conflict of interest between Joe Vos' activities and those of library staffer Dave. Beth told the Board that in spite of the roll back related to Covid-19, the library staff are as busy as ever.

Beth shared her report and highlighted her activities with the Governor's Advisory Council. The Council has been reviewing the technical support the State is providing. Rural libraries often do not have adequate technical support based mostly on lack of infrastructure or problems with existing infrastructure. Beth has ordered more hot spots to keep up with patron demand.

Beth reported on recent fundraising activities. The library received \$450.00 from Pittsburgh Gives and the Love Your Library matching funds of \$5,000.00 from the Buncher Foundation. Scheduled painting of the children's area begins next week. It will cost \$5,700.00.

The Board acknowledged the passing of local artist, Cy Assad, whose creations bring the children's area to life.

Staff evaluations are proceeding well with staff given an opportunity to self-evaluate and to set goals for the coming year. During the one-on-one evaluation sessions, Beth has made it a point to thank staff for their support and flexibility during this tumultuous year and for their willingness to try new things. She acknowledged that some staff who didn't need as many work hours voluntarily cut back their work hours so staff who needed more hours could get them.

Shane asked about staff morale and Beth said that it was "ok." He asked about the elevator inspection. Beth described that Lins Elevator Service and an inspector from the State identified the need for a back-up battery for the emergency light as the only finding.

In her report, Laurie told the Board that Beth Williams and Borough Council are continuing their work on a policy that addresses the library's need to spend 12% of their expenditures on books and materials. The status of the Memorandum of Understanding (MOU) submitted this fall for review remains outstanding with discussions ongoing.

Matt presented the financial report and stated that the library's fiscal situation is positive. As of 11/30/2020, we had \$74,000.00 in cash. We anticipated receiving additional monies from the RAD this month. The printing expense will hit the major expenditures line item in January. Both revenue and expenses were down for 2020. Matt noted that the \$10,000.00 set aside for the HVAC system will cover the work done on it for 2020. Beth received an updated budget Tuesday, which will be voted on by Borough Council on 12/21/2020. The five-year capital plan has been built into the budget, and nothing was cut. Beth anticipates the building inspection to be performed in January, 2021. There is adequate technical support funding in the 2021 budget. The Wachtel Foundation gave a grant of \$5,000.00 for us to use on whatever we need in terms of technical upgrades/support.

Jeanette shared with the Board that she continues to use her social media platform to inform Verona citizens of the opportunities the library offers. She indicated that she will work with Jessica from a Verona community group to obtain feedback on what Verona citizens want from the library. She intends to work with Stepharie about virtual classes and the 'Grab 'n' Go' kits.

Laurie opened the floor for nominations for the 2021 slate of officers. Katie nominated Wendy for Treasurer and Deborah for Secretary. Deborah nominated Katie for Vice-Chair. Katie nominated Laurie for Chair. Matt seconded the motions. There was no further discussion, and the slate of officers was approved unanimously.

The Board discussed the lack of security cameras that were tied into the Police Station. Beth bought cameras and installed them at the Circulation Desk, the downstairs hallway and in the Squirrel's Nest, but they are not linked to the Police Station. There is a panic button and a code word the staff use when they feel the need to call the Police. The Borough tentatively planned for Borough-owned buildings to have security cameras.

The Board identified several topics for inclusion on the January agenda:

- Security cameras
- Video for Board recruitment
- Removal of the dead rose shrubs out front and planning for a mural and replacement plants in the area immediately in front of the wall.

There being nothing further to discuss, Deborah moved the meeting be adjourned to executive session. Heather seconded the motion. There was no further discussion and the meeting adjourned at 7:37 p.m.

Respectfully submitted,

Deborah O'May
Recording Secretary