

LIBRARY BOARD OF THE BOROUGH OF OAKMONT
Minutes
January 12, 2022

Present: Wendy Emery, Ann Galm, Beth Mellor, Shane Michael, Deborah Ormay, Laurie Sliben
Absent: Jeannette Eleff, Heather Pletcher
Guest: Rebecca Panza

Chair Shane Michael called the meeting to order at 6:35 p.m.

The Board welcomed its newest member, Rebecca Panza, to her first meeting. She has not been sworn in so is attending as a guest.

The Board reviewed the minutes from the December meeting. Wendy moved the minutes be approved as amended; Ann seconded the motion. There was no further discussion, and the minutes were approved as amended.

The Board reviewed staff reports. Ann complimented the staff on their reports and the work that they do. Beth noted that all staff have had training regarding the state-wide Diversity, Equality, and Inclusivity initiative. The Cookbook Club is back to in-person programming in the Library. Folks bring their cooked dishes from home to share. Deborah asked if Library staff receive feedback on the book boxes and, if so, from whom? Book Boxes are coordinated with the Verner School librarian, Lynn Madden. She provides feedback. We're kicking off this program at Verner. It serves as our outreach instead of the pop-up library we did a few years ago.

Beth presented her report. Her focus lately has been Taste of Two Towns (ToTT) and building programming. Attendance for on-site programs is small right now. She updated the Board on the upcoming HVAC repairs. Engineers will start laying out the plans to replace the HFAC system. Borough Manager, Scot Fodi, has all the particulars regarding the work to be done. The second boiler will be brought in to serve as a backup. KMC will work with the Library on the HVAC system controls. Beth will apply for a Keystone Grant to pay for the HVAC computerized system controls.

Regarding ToTT, Rhoda Worf has volunteered to be on the planning committee. The event will be Sunday, May 15 from 5-7 p.m.

Due to the current surge in Covid cases, the Squirrel's Nest is not accepting donations until March.

Beth and Shane talked about the virtual board retreat to which our Library Board was invited. The State library association is offering this. We were invited because our Board members participated consistently in annual training opportunities. Shane submitted paperwork to get our Board on the list. The State accepts only so many library boards per year. The Board discussed the offered format and the timeline for activities surrounding the retreat. The agenda will be tailored to meet our needs and interests. After discussion, it was determined that a retreat in August would work well. Shane will check to see if the retreat can be video recorded so those who are not able to attend can see it.

Shane shared two pie charts he created that captured both revenue and expenses for 2021. He will create pie charts for 2022 that will include the endowment for our March meeting. Beth will send him the information on the endowment. Per the 2021 expense projection chart, Beth noted that both the debt principal and debt interest will be gone in 2024. Personnel costs made up the bulk of the 2021 expense. Shane asked if the Library was appropriately staffed. Beth talked about some of the shifting she has done with staff and responsibilities. Policies for the makerspace will be presented for Board review in March. Brokers want to meet with some board members about the endowment.

Wendy reviewed the financial report. We did better in 2021 than we thought. We were over budget by 15% in terms of contributions and donations. The Board discussed the value of limiting fund raisers and focusing on the Love Your Library campaign and ToTT. Beth indicated that the Library promotes the Day of Giving but not heavily. We receive funds from the United Way which goes to the Library's career development collection.

Ann updated the Board on ToTT planning to date. Tickets will cost \$65.00. Restaurants have been identified as potential participants and will have until March 31 to declare their commitment to the event. Ticket sales begin April 1. The event will include the gift baskets, Chinese auction, and a silent auction. Outreach to Riverview's music program director will occur to obtain musicians. Ann will reach out to the hospitality teacher at Riverview for students who can help clean up.

Shane led a discussion about goal setting for 2022. The focus was on inviting different groups or a representative from a group to come to Board meetings to share how they and the Library mutually support each other. The Board gave Shane names of groups to invite.

Laurie talked about getting a password protected space on the Library's website where we can store Board documents such as policies and bylaws.

There being no further business to discuss, Wendy moved the meeting be adjourned; Laurie seconded the motion. The motion was carried and the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Deborah Ormay on behalf of
Heather Pletcher, Recording Secretary