

# LIBRARY BOARD OF THE BOROUGH OF OAKMONT

## Minutes

May 11, 2022

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

Guest: Gary Rogers - Oakmont Historical Society

Chair Shane Michael called the meeting to order at 6:31pm.

The Board reviewed the minutes from the April meeting. There were some amendments to be made. Deb moved the minutes be approved as amended; Laurie seconded. There was no further discussion, and the minutes were unanimously approved as amended.

Shane introduced our guest speaker, Gary Rogers, Vice President of the Oakmont Historical Society. Gary introduced himself and thanked the library because without the library, there would be no Historical Society. The Historical Society started 25 years ago, and the library would display their showcases for them. In 2016 the organization moved to their own location on the boulevard. Since COVID, the Historical Society finally began in person programs again about the first week of May.

All the Historical Society's programs can be found on YouTube. The organization is also always changing their displays in the boulevard location. It acts as a museum and has articles/books on every topic Oakmont, schools, fire department, police and more. You can visit in person Tuesdays, Fridays and Saturdays Noon – 3pm and Thursdays 6-8pm.

The Board reviewed the Staff Reports. Beth reported that the Big Bag Book Sale was packed and went very well. Stephanie will normally call her list of collectors and let them know what books are left after the sale as well. Laurie asked about the new RAD grant opportunity. Beth stated that the head of the ACLA, Amy Anderson, and RAD head, Rich Hodak, came and had a tour of the library. We were 1 of 14 libraries selected for this grant opportunity for high-risk communities. We were chosen because of the community outreach work we do in Verona. There will be a press release in June regarding the grant opportunity.

Shane asked if there was a plan in place for the grant opportunity. Beth stated that her and Karen normally brainstorm and decide how they will deliver a service. An idea they have come up with is creating a community outreach center in Verona. They would like to host a focus group to see what is really needed in the community. We would really like to see the "Twin Boros" come together.

Deb questioned the library furniture suppliers. Beth stated that she had been to a few different libraries to see how they had their areas set up and to get ideas for our space. We may configure our area differently. We want to make sure that everyone utilizing the spaces feels that they have privacy. The old furniture cannot be removed or donated because it is considered historic property.

Shane presented the Chair's Report. He mentioned an email he had read from Amy Anderson regarding standards that libraries should be following. It mentioned the libraries hours of operations, Continuing education requirements for directors and their staff, and collection expenditures.

Wendy presented the Finance Report. She reported that we are all on target. However, it may look like we have more expenditures due to front loaded expenses. We are waiting for insurance reimbursement money to come in. We are also waiting for the Borough to transfer \$30,000 to us for operating expenses. Beth stated that money from the Borough is normally transferred sometime in May.

Jeanette gave an update on Verona. Not much to report, but she stated that she had not heard any word from Shirley Davis regarding the Summer Fun Camp. Deb stated she spoke with Shirley and she told her that they were having funding issues. Hopefully the camp will still happen but no answer as of now.

Laurie reported about the "Board Members" Section of the library's website. The Board will have a login and password and all documents for new board members can be found on the site all in one location. Stephanie will oversee uploading all documents we would like there.

Ann and Heather gave an update on the TOTT. The flyer for TOTT is currently on Facebook, OCL website, and Grapevine. Banners and yard signs are up around town. The set up for the event will be Saturday from 10-12pm. Sunday we will continue set up at 3pm. We are expecting anywhere from 150-175 people.

The Board discussed the Meeting Room Policy. Rebecca stated that we should charge an extra \$50 deposit for A/V use in addition to the room fee. Also, under #11, she mentioned we should include social media advertisements.

Jeanette stated that we should emphasize not selling services or charging attendance fees under #12.

Shane stated we should better specify the guidelines under #5.

Shane questioned if there were any state regulations that we should be following. Beth mentioned that there were not. After the policy is approved by the Board, it is forwarded to the ACLA, and they approve it and post it on their site.

Shane stated that there was no religious specific rule outlined in the policy. Laurie stated that it is an unwritten rule that it is the Board's responsibility to decide who and who cannot use the library's space.

Shane questioned what the process was for renting a room. Beth stated that the organization requesting to use the space fills out the request form, Beth as the director does a preliminary review of the form, then if Beth feels like there is a controversial group requesting usage, she will bring the form to the Board to have final decision.

Much discussion arose around the meeting room policy.

Beth said she would update the policy with the changes discussed and forward it to the Board.

There being no further business to discuss, Heather moved the meeting to be adjourned; Rebecca seconded the motion. The motion was carried, and the meeting adjourned at 8:32pm.

Respectfully submitted,

Heather Pletcher

Recording Secretary

DRAFT