

# LIBRARY BOARD OF THE BOROUGH OF OAKMONT

## MINUTES

January 10, 2024

Present: Rebecca Panza, Shane Michael, Ann Buechli, Laura Spisak, Jeannette Eleff, Heather Pletcher, Ann Galm

An executive meeting was held prior to the regular board meeting to review candidates for the position of library director.

Chair Rebecca Panza called the executive meeting to order at 5:30 PM.

Rebecca reported that there were four applicants. Of the four, one was not qualified and another withdrew prior to being interviewed, in order to accept a position elsewhere.

The remaining two candidates were interviewed by Rebecca and Shane. Rebecca then asked two other board members to interview the candidates because there was not, at the time, a clear answer.

Resumes and reference letters were available to all board members.

An in depth discussion took place among the board. Some action items were established in order to gain additional information. The board then agreed to meet again on January 16 at 6:00 PM. The hiring discussion ended at 6:37 PM, at which point, Beth Mellor was invited to join the meeting.

Rebecca called the regular board meeting to order at 6:43 PM.

Rebecca thanked Beth, who retires on January 26, for her years of service to Oakmont Library.

Rebecca thanked Shane for his service as Chair of the board.

Shane thanked everyone for the opportunity to be Chair of the board.

The December minutes were reviewed. With no amendments, Heather moved that the minutes be approved and Ann Galm seconded. Minutes were unanimously approved.

### Staff reports

All were reviewed. The Maker Space continues to be popular. A ukulele has been added to its collection. Jeannette complimented the Maker Space for the way that it has taken off.

### Director's Report

The report was reviewed.

Seventy people attended the most recent Historical Society presentation.

Beth sent the board the strategic plan that needs to be reviewed for progress. This will be on the March agenda.

Beth shared some of her thoughts about the position of library director, which is appreciated by the board. She will leave her contact information and will be on call, if needed, for advice.

Beth will set up the mentoring program, which is available to all new library directors in Allegheny County.

### Chair Report

There is a board candidate who will be interviewed by Rebecca and Shane. Ann Galm highly recommends this particular candidate.

Rebecca reviewed the library website which resulted in the following findings:

- Library hours need to be updated.
- No 2023 board minutes have been posted.
- Names of board members need to be updated.
- Staff names need to be updated unless they specifically request not to be listed.
- It was determined that a photo of the board is not required.

Stephanie can address the issues with the website as part of her duties.

### Financial Report

Ann Buechli reported that the borough had switched its financial institution to Dollar Bank.

The RAD funding will be distributed when the HVAC project has been completed.

Expenses are on target.

Fundraising income is higher than it appears on the report because money was received at the end of December and is not reflected on the current report.

The endowment (Wells Fargo account) has jumped to over \$900,000.00.

Shane reminded the board that it is up to the board to decide what percentage of that to rollover each year into operating expenses.

### Verona Update

The free standing book stand is well stocked and the books are being used. Jeannette stays in touch with Verona store owners and brings the quarterly Verona newsletters to the library.

### Discussion

Shane has volunteered to keep track of the building assessment process. Council is aware.

The Borough has hired someone for snow removal to include the library.

Ann G. announced that Taste of Two Towns will take place on May 5. Ann G. and Heather will begin discussions and will review with Beth. This will be an agenda item at the March meeting.

Board meetings will continue at 5:30 PM. There is no February meeting (normal schedule).

There being no further business, Heather moved to adjourn. Ann G. seconded. The motion was carried and the meeting adjourned at 7:10 PM

Respectfully submitted,  
Laura Spisak

