

LIBRARY BOARD OF THE BOROUGH OF OAKMONT
MINUTES

March 14, 2024

Present: Rebecca Panza, Ann Buechli, Laura Spisak, Jeanette Eleff, Ann Galm, Caitlyn Boland
Excused: Heather Pletcher, Shane Michael

Councilperson Isaiah Wilson was welcomed to the meeting. We were also joined by an employee representative.

Chair Rebecca Panza called the meeting to order at 5:32 PM and welcomed our new director, Caitlyn Boland, to her first meeting.

There was no meeting in February, so the January minutes were reviewed. With only the amendment to correct the spelling of Jeanette's name, Ann Buechli moved that the minutes be approved and Ann Galm seconded. Minutes were unanimously approved.

Staff reports

At this time, only Stephanie's report was available. There was discussion about the new computers, both desktop and laptops, that the library will be receiving.

Stephanie attended the Penn Hills Library meeting, with Caitlyn commenting that the Eastern area libraries are very collaborative.

Rebecca asked about the cost of a new 3D printer that Stephanie wants to purchase. Caitlyn stated that the printer in question is more advanced than what is currently in the library and will cost \$1,100.00. This would be taken from the existing RAD funding.

No vote was needed since the money is available, so Rebecca said to go ahead and purchase the printer now.

Jeanette commented on Robin's great programs and was especially pleased to see the Medicare 101 program.

Director's Report

Rebecca had asked for statistics from Caitlyn, which were reviewed. This additional information is helpful and appreciated. As an example, Caitlyn stated the following attendance figures:

Barbie movie - 40

Cookbook Club - 25

Ann Galm asked how we compared to other libraries and Caitlyn responded that we have excellent adult attendance.

Kelsey will be working additional hours to provide more accessibility to Makerspace, which needs to be advertised.

Caitlyn wants to have regularly scheduled staff meetings on the last Thursday of each month and open 30 minutes later that day. This will be posted on the library doors a week in advance, as well as a notification on the website and on Facebook.

Caitlyn is reviewing methods for online donations/payments. She also notified the board about the educational PA-TRUSTEE-TALK website.

Chair Report

Rebecca reported that Nancy Ride and council are touring various facilities in Oakmont and are looking at March 23 to tour the library. Board members are invited.

Rebecca presented the Interviewing policy, which has been through both council and legal. Discussion followed:

- Laura asked for a clear statement that those not selected will be notified.
- Jeanette asked to define the number of people on the interview committee. It was decided to leave it open and fluid. Asked to define that the final interview will be a closed, nonpublic executive session. Asked to define who will post the position.

There was a review of the Youth Services Librarian job description. There was lengthy discussion and clarification of CPR/AED/Active shooter training, fire safety, including fire compression system, fire pull stations, fire extinguisher checks and fire chief inspection of the library. Following this, Ann G. moved to approve the job description and Ann B. seconded. All were in favor and the job description was approved.

Rebecca recently discovered that there used to be a liaison between the board and council. Councilperson Deb Ormay, who is a former board member, has volunteered to be that liaison. Although she may not be at the board meetings, she will be our go-to council person.

Financial Report

Ann Buechli reported that the monthly state aid was higher than expected.

We are in the final year of the bond payment.

The Wells Fargo account has increased. We usually use 2%, but need 5% for the new HVAC system. However, the HVAC bids came in lower than expected, plus the borough will contribute to the HVAC project, so whatever money from the Wells Fargo account that is not used for HVAC will be returned to the account.

Our account manager for the WF account, Derek, will speak at our April board meeting. The signatories for that account need to be updated to include Rebecca, Ann B., and Caitlyn. Old names will be removed. Rebecca made the motion to approve, Ann G. seconded. The motion carried.

Caitlyn suggested that we place the endowment information on the website.

So far, this year the library has received \$11,000.00 in donations, which includes money from the FOOLS group. Next year, the FOOLS money will be counted separately.

Verona Update

Jeanette shared Penn Hills Library information and activities that she received via a local mailing.

Copies of the Verona quarterly newsletter were distributed to the board. The Garden Club of Verona will not be having their Botany and Booze event this year.

Jeanette continues to refill the free standing book stand with donated children's books.

Caitlyn suggested we partner with the schools through the PTA regarding their book vending machine.

Discussion

Ann G. reported on the planning progress for Taste of Two Towns:

- Restaurant sponsor and donation request letters are ready to go and will be hand delivered.
- There will be flyers plus information on the website, in the Oakmont newsletter, in the Grapevine
- The Chamber of Commerce will help to publicize, to include their Instagram account.
- The Tribune Review will be given a press release and the local reporter will be invited to the event.
- Banners and yard signs are ready to go for April.
- Rebecca has students lined up to help set up.

Action items

- Add extra Makerspace hours to the website and Facebook.
- Add change of hours for staff meetings on the last Thursday of each month to the website and Facebook.
- Board members may want to sign up for educational services on the PA-TRUSTEE-TALK website.
- March 23 - Council to tour the library
- Possible updates to Interview policy based on discussion
- Update the signatories on the Wells Fargo account to Rebecca, Ann B., Caitlyn and remove the previous names.
- Consider placing the endowment information on the website.

The next board meeting will be on April 10, 2024 at 5:30 PM. There being no further business, Laura moved to adjourn. Ann B. seconded. The motion was carried and the meeting adjourned at 6:52 PM.

Respectfully submitted,
Laura Spisak

