

LIBRARY BOARD OF THE BOROUGH OF OAKMONT
MINUTES
September 11, 2024

Present: Rebecca Panza, Ann Buechli, Caitlyn Boland, Jeanette Eleff, Ann Galm, Laura Spisak, Deborah Ormay, Kelsey Grushecky

Excused: Shane Michael

Chair Rebecca Panza called the meeting to order at 5:31 PM.

Upon opening, Rebecca announced that two people are interested in the Verona position. She also announced that board members Heather Platcher and Niki Senchak are stepping down from the board due to other pressing responsibilities.

Caitlyn will place ads for new board members. Scot will look at older applications to find possibilities.

The July minutes were reviewed. Ann Galm moved that the minutes be approved and Ann Buechli seconded. Minutes were unanimously approved.

Financial Report

Ann Buechli informed the board that payment has been made for the completed HVAC project. Funds were pulled from the WF account but will be reimbursed with the Keystone grant. She also noted that if the building assessment is done before the end of 2024, we can expect to pay \$22,000.

Love Your Library is now underway.

The endowment is currently over 1 million dollars.

Staff reports

All staff reports were reviewed. They are very thorough and there is a great deal of activity.

Rebecca asked Kelsey for her perspective as the new Youth Services Librarian and that includes:

- OCL is a very good and well loved library.
- She wants to interact with the schools and will target the beginning of the 2025-2026 school year to initiate library cards for students. The process can be complicated and takes time.
- Still considering options for the Rad Transformation grant.
- Reorganizing the shelving and display of children's books.
- Preparing a story walk for Dark Hollow Woods. Jeanette suggested a Story Walk for Verona Community Park
- Will be a presence at the Verona Community Picnic.

Director's Report

The board reviewed Caitlyn's report and statistics. Highlights include:

- Slow start to LYL but feels comfortable that it will be OK.
- There is a need for another Touch a Truck volunteer, possibly from the board.
- Sue, from the Wachter Foundation, visited the library. The foundation always donates and they are particularly interested in Youth Services. Possible items for purchase are 3D Doodler kits, Light Labs and/or Chalk Spinners.

- HVAC Wrap up:
 - Finished punch list issues with exception of one area of drippage. Photo has been sent to the engineer.
 - Training for the control module took place. Adjustments to the software are still being made.
 - Contractor to make recommendations for identified issues that were not included on the current project.
 - Follow up is needed on preventive maintenance.
 - Caitlyn responded no to Jeanette's question about borough staff being trained on the control module and that is because it is a complicated system.
 - Representatives of the Keystone Grant plan to tour the library to see where their grant money goes.
- There is money left in the maintenance budget, so Caitlyn plans to have the outside windows cleaned.
- Met with Scot and Brian about the preliminary 2025 budget. Laura mentioned a few items to include based on suggestions during casual conversation with some employees.
- Under consideration for the Rad Transformation Grant:
 - Improve accessibility for Verona residents by installing a wifi hotspot in Verona Park, along with book lockers.
 - Change the layout of the lower level of the library for more efficiency, as well as the layout upstairs in the corner by Caitlyn's office.
 - Redesign the website.
 - Jeanette suggested some type of bookmobile.
 - Kelsey suggested a book bike.

Chair report:

Rebecca stated that a building assessment will reveal the priority of what is needed in terms of capital budget projects, but in the meantime ideas that were submitted to Scot include:

- Roof and skylights - looking ahead to 2029 at the latest
- Windows
- A method to divert rain water to prevent it from continuing to flood the Squirrel's Nest.
- Repair of the steps at the front of the building, which are separating from the building

- Brick pointing at some time in the future
- Carpeting, paint and wall repair

The Program and Display policy was reviewed and approved. Motion made to approve by Laura and seconded by Ann G.

Verona Update

Jeanette presented the Verona Community News to each member of the board. She has refilled the book box in Verona with books supplied from the library. As a member of the Riverview Women's Association, (RWA), Jeanette informed the board that members of RWA would like to visit the library to see the Makerspace.

Discussion

Deb Ormay shared information about an event that the Kittanning Library is having called "Scrabble Scramble" and suggested we might do something light that. Rebecca thanked Deb and Kelsey for attending the meeting.

Action items

- Caitlyn will place ads for the open board positions.
- Rebecca to follow up on interest in the Verona position as well as the two board positions.
- Touch a Truck volunteer needed, possibly from the board.
- Outside windows to be cleaned.
- Budget prep to continue.

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

The next board meeting will be on October 9, 2024 at 5:30 PM.

Respectfully submitted,
Laura Spisak