

LIBRARY BOARD OF THE BOROUGH OF OAKMONT
MINUTES
March 12, 2025

Present: Caitlyn Boland, Rebecca Panza, Ann Galm, Laura Spisak, Ann Buechli, Maggie Soff, Alex Taylor, Emily Stimmel

Absent: no one

Chair Rebecca Panza called the meeting to order at 5:36 PM.

The January minutes were reviewed. No changes were made. Maggie moved that the minutes be approved. Alex seconded. Minutes were unanimously approved.

Financial Report

Ann B. presented the report. The budgeted money that was used for the former bond payment will be earmarked in the borough account for library building and maintenance projects. The Keystone Grant will be needed as well.

As of 2/28/2025, the Wells Fargo account was \$1,030,247.76, which was prior to numerous market shifts in early March.

Alex asked how the budget was prepared. Caitlyn responded that the borough accountant and borough manager prepare it and then discuss it with Caitlyn.

Staff reports

All staff reports were reviewed. The library continues to be very busy and engaged with the community.

Director's Report

The board reviewed Caitlyn's report and statistics, including comparative stats between 2023 and 2024.

Rebecca asked Caitlyn about her meeting with the FOOLs group president. Caitlyn reported that the group is struggling due to the lack of new members and the longstanding officers who want to step down. Their fundraising efforts, which consists of an annual campaign by mail, are dwindling. This could be a result of the rise of the Taste of Two Towns event and the Love Your Library campaign. Rebecca suggested that we refer board applicants who are not selected for board openings to the FOOLs group.

Alex complimented the new Acorn Room. Caitlyn shared a story about a 2 year old boy who wanted to spend his birthday at the library, the first day of the new Acorn Room.

Laura asked if the library staff is taking care of their social media, as discussed in January. Caitlyn reported that the staff took over at the beginning of February.

Estimates are being finalized for the repair of the wood window frames in the original building and also for leveling of the sidewalk. Caitlyn is recommending the A-1 company for the sidewalk repair. Ann B. moved to start the project and Ann G. seconded. It was unanimously approved. Caitlyn is waiting for one more quote for the window repair.

Ann G. asked about the landscape drainage problem, which Caitlyn is investigating.

The revised policy for meeting room use, that was discussed in January, was presented. Laura moved to approve. Ann B. seconded. Motion passed.

The application for meeting room use was presented. Ann G. moved to approve. Maggie seconded. Motion passed.

A policy for memorials presented to the library was presented. This is a new policy. After discussion and clarification, Laura moved to approve. Maggie seconded. The motion passed.

Other director highlights include:

- The Makerspace is getting busier with more home schooled children, more special needs children, and more interested adults. Kelsey will therefore be needing additional resources.
- The Makerspace will be sponsoring an upcoming craft maker sale.
- The summer reading program will kick off with a community drum circle.
- “Stop The Bleed” training was provided for the library staff.
- There was an emergency library closure in January due to a burst pipe.
- The library has switched to McKamish from Hranec for HVAC mechanical, as recommended by the engineers. There has been a huge improvement in service along with lower costs. When the Chesapeake controls warranty expires in August, McKamish will take over the service of that as well.
- The Keystone Grant application process will start, in order to fund the next phase of the HVAC project. Another boiler has reached its life expectation. Alex offered to help with the grant application.

Chair report:

Rebecca submitted the staff schedules to the board.

Programming ideas from the board were collected. This had been requested in January.

Alex asked for more details about the endowment, such as requirements for spending. Who has access and what are the parameters? She volunteered to review the policy with Caitlyn. Ann B. will arrange for the Wells Fargo representative to come to a board meeting for the annual board review of the account.

There will be a special session following the regular board meeting to discuss the applicants for the board opening that was created by Shane Michael's departure in January. There were six applicants. Rebecca asked the established board members, Ann B., Ann G., and Laura to interview them after she had met with each one.

Verona Update:

Emily attended a Verona Borough council meeting, where she distributed some library materials and fielded some questions.

Discussion

Ann G. discussed the Taste of Two Towns event which takes place on Sunday May 4 from 5:00 PM to 7:00 PM. At this point, there are 17 vendors. Letters are about to be sent out to solicit donations and sponsors. Set up for the event will take place on Saturday and prior to the event on Sunday.

Laura asked how volunteers participate in library operations, which was explained by Caitlyn. Current opportunities include the FOOLs fundraising group and landscaping maintenance. Future opportunities may include work in The Squirrel's Nest. It should also be noted that many of the library's programs are presented by volunteers.

Action items

- Ann B. will make arrangements for the Well Fargo representative to attend a board meeting.
- Alex will review the endowment policy with Caitlyn.

There being no further business, Rebecca moved to adjourn. Alex seconded. The meeting adjourned at 7:10 PM.

The next board meeting will be on April 9, 2025 at 5:30 PM.

Respectfully submitted,
Laura Spisak

