

LIBRARY BOARD OF THE BOROUGH OF OAKMONT
MINUTES

September 10, 2025

Present: Caitlyn Boland, Rebecca Panza, Ann Galm, Emily Stimmel, Candace Hill, Laura Spisak, Ann Buechli (via Zoom), Maggie Soff (via Zoom), Deb Ormay (borough council liaison)
Absent: Alex Taylor

Chair Rebecca Panza called the meeting to order at 5:31 PM. She thanked the board for their active participation at the GBBN architects' presentation that was held on September 3 via Zoom. GBBN was at the council meeting on September 9. There is a town hall meeting scheduled at the library for September 17, with a session in the afternoon for high school and middle school students and an evening session for adults.

The July minutes were reviewed. Candace moved that the minutes be approved. Laura seconded. Minutes were unanimously approved.

Financial Report

Ann B. presented for two months, July and August, since there was no August meeting:

- Significant expenses included the electricity due to very hot weather and HVAC repair. The HVAC continues to move maintenance and repairs costs over budget. Work on the window trim and the front doors was completed. Concrete leveling was completed. GBBN was paid for their feasibility study.
- Revenue includes increased book sales and Rad funding. September is Love Your Library month and we hope to reach the goal of \$23,500.
- The Wells Fargo account is stable.

Staff reports

- All staff reports were reviewed and are well done, as always.

Director's Report

The board reviewed Caitlyn's report and statistics.

- Staff evaluations are complete. They went well and each employee has goals for the coming year.
- There was a lengthy discussion about retaining employees while meeting their needs, the needs of the library and the needs of the community. One of the needs of the community includes an increase in reference services, so that will be a priority in future budget decisions.
- Community surveys often request Sunday hours and Wednesday evening hours, which would require additional money for staffing and utilities.
- Caitlyn will present the 2026 budget proposal to Scot on September 11.

- Zicom, a security company, met with Scot, Caitlyn and the Chief of Police to discuss a system that would be a joint, interconnected effort for the borough and the library. It is expensive, but grants are available. It can be installed in phases. The library portion would cost \$114,232.00.
- A RAD transformative grant may be available for future renovations.
- An electrician has been engaged to repair the lighting in the stained glass window at the front of the library that faces Allegheny River Boulevard.
- The downstairs carpet has been cleaned.
- Caitlyn announced that she is the 2026 Chair elect for the Librarian Advisory Council of Allegheny County and will be the Chair in 2027.

Chair report:

- Rebecca announced she recruited two new local residents to take over gardening at the library.
- There has been a lot of advertising for the GBBN Town Hall in the paper and on social media. Between Caitlyn and several board members, the meeting was announced at the RWA meeting, the Garden Club meeting and flyers have been distributed throughout Oakmont and Verona.
- Alex will present the proposed endowment policies at the October meeting.
- It's time to think about 2026 board leadership roles. Rebecca will end her Chair position at the end of 2025. Ann G. will become Chair for 2026 and she would like to turn over the leadership of TOTT. Ann B. wants to stay on as treasurer. Laura needs to decide about her role as secretary. As of this meeting, there is a need for a vice chair who will then move into the Chair position in 2027. We will vote in November and new positions will be effective in January.

Verona Update:

- Emily distributed copies of the Verona community newsletter.

Discussion:

- Caitlyn announced that she will be proposing that the 2026 budget includes the Capital Reserve Request Form.

Action items:

- Caitlyn to present 2026 budget to Scot Fodi.
- Alex to present endowment policies at the October meeting.
- Proposals about board positions are needed by the October meeting.

There being no further business, Ann G. moved to adjourn. Emily seconded. The meeting adjourned at 6:54 PM.

The next regular board meeting will be Wednesday October 8, 2025 at 5:30 PM.

Respectfully submitted,
Laura Spisak