

LIBRARY BOARD OF THE BOROUGH OF OAKMONT
MINUTES

November 12, 2025

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

Absent: no one

Chair Rebecca Panza called the meeting to order at 5:32 PM.

The October minutes were reviewed. Pending some clarifying changes, Candace moved that the minutes be approved. Ann G. seconded. Minutes were unanimously approved, again pending changes.

Verona Update:

- Emily discussed a Verona resident who does winter seed sowing. This resident is scheduled to present a program about the topic.

Financial Report

Ann B. presented the report for October.

- Electricity expenses were down due to seasonal changes.
- High expenses included building and maintenance, \$6305.00, most of which went to McKamish for HVAC. YTD expenses for McKamish are \$23,512.17.
- Other significant expenses included payment of \$8135.76 to GBBN for their feasibility study and to Guardian Protection Services in the amount of \$3256.47.
- The Wells Fargo account saw an increase from September to October.

Staff Reports

All staff reports were reviewed. Highlights include:

- The second Maker Space sale is upcoming.
- A Wachter Foundation grant of \$6,000.00 for youth programs was used for supplies and seating.
- New adult programming will include a mosaic class which will be grant funded by Pittsburgh Glass. Acclamation Brewing will have a presentation about beer and brewing.

Director's Report

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

- The Library is now a WQED community partner, which will provide excellent resources.
- The Food Pantry has been a well received pop-up program. It will be wrapped up soon.
- The recent book sale resulted in a profit of \$1,423.00.
- The PA state budget has been finalized and resulted in a 7.1% increase to library funding.

- Caitlin will present her year end report to borough council on November 18, 2025.
- The library staff is requesting approval of time to do a deep clean around the library when patrons are not there. The board agreed to three days of closure throughout the year to provide time for staff training as well as deep cleaning. For the coming year, the closure dates will be December 4, 2025, Presidents' Day 2026 and Columbus Day 2026.

Chair Report:

- Rebecca asked the board to approve the new PTO policy. Several questions were asked and answered. There was a minor revision and pending that change, Ann B. moved to approve and Maggie seconded. The policy was unanimously approved.
- The library had asked for a list of FAQs for the public regarding future renovation plans with GBBN. Caitlyn drew up a document, which has been approved by Scot and Rebecca.
- Rebecca, Caitlyn and Ann G. met with GBBN to see schematics and will meet again on December 8 to see renderings. There will be a Zoom meeting on January 13 at 7:00 pm to present the renderings to the Board. On January 20, the renderings will be presented to the borough council in person.
- The most recent five year strategic plan for the library ends at the end of this year. Rebecca has asked a subcommittee to create a new five year plan. The committee includes Caitlyn, Ann G., Candace and Laura.
- The proposed leadership positions for 2026 are:
 Chair - Ann G.
 Vice Chair - Laura
 Secretary - Alex
 Finance - Ann B.

Maggie moved that these positions be accepted. Rebecca seconded. The positions were unanimously approved.

Discussion:

- There was a discussion about an updated security system. Although they are very expensive, there may be grant opportunities. Another possibility would be to roll it into the GBBN project. Caitlyn will reach out to other libraries for advice on what they use in terms of security.

Action items:

- A subcommittee will meet to discuss the library's strategic plan for 2026-2030.
- Caitlyn will inquire about security measures used at other libraries.

There being no further business, Candace moved to adjourn. Alex seconded. The meeting was adjourned at 6:29 PM.

The next regular board meeting will be Wednesday December 10, 2025 at 5:30 PM.

Respectfully submitted,
 Laura Spisak

