

LIBRARY BOARD OF THE BOROUGH OF OAKMONT

MINUTES

January 14, 2026

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

Absent: No one

Chair Ann Galm called the meeting to order at 5:33 PM.

The December 2025 minutes were reviewed. Candace moved that the minutes be approved as written. Rebecca seconded. Minutes were unanimously approved.

Financial Report

Ann B. presented the financial report for 2025 in summary:

- Overall, the 2025 year end financials are in line with the OCL 2025 budget, with two exceptions beyond library control. Actual expenses for building repair and maintenance were \$54,033, largely due to HVAC repairs. This is above the budget of \$30,000. Major expenditures were also above budget, with \$69,084 expended against a budget of \$33,500. Major payments in the category were for leveling concrete sidewalks, wood window and door maintenance and painting, comprehensive building assessment and architect design work, and phone access.
- The 2026 OCL budget includes \$285,000 from Boro plus \$29,105 for capital reserve.
- The Wells Fargo account is stable and realized a modest increase during the year.
- Following discussion, Laura motioned to withdraw 2% from the Wells Fargo account to transfer into regular library funds for operating support during Q1, in line with the 2026 OCL budget. Maggie seconded. Unanimous approval. The board plans to approve this transfer at the January meeting each year for budget planning and cash flow purposes.
- There was discussion around the allocation strategy within the Wells Fargo account.

Staff reports

All staff reports were reviewed and continue to show the range and quality of library activities and programming.

Director's report

The board reviewed Caitlyn's report and statistics.

- There was a question regarding the date of the 125th celebration - Sat or Sun August 8th or 9th. Caitlyn will confirm and follow up.
- Caitlyn reported that the staff has been very appreciative of the new PTO policy across the board.
- Starting this week, the Makerspace will be open more. Kelsey B. is also researching how other libraries use volunteers to support expanded makerspace hours.
- Caitlyn and Kelsey G. met with the principal of Tenth St Elementary to discuss future collaborations, such as getting library cards for first graders during Read Across America Week and class field trips to the library. Any programming would be extended to Verner Elementary as well. Library staff can go to the school to promote summer reading before summer break.
- Information will be coming soon on the PBS Writers Competition.
- Caitlyn shared two logo options for the 125th anniversary. Staff and board members will be asked to vote via email. The board discussed possible merchandise options and partnering with local small businesses to produce them. Maggie and Rebecca volunteered to research options by contacting local businesses, and Emily, Ann B., and Laura will help.

Chair report

- This was Ann G.'s first meeting as Board Chair. She gave an update on planning for a board-provided staff appreciation lunch on February 16. Board members are welcome to attend.
- Ann G. shared a draft of the 2026-2030 Strategic Plan for the library. The strategic planning committee continues to meet and would like board members to send any feedback by February 13. The final draft will be presented for Board discussion in March.
- The annual Taste of Two Towns fundraiser will take place on Sunday May 3. Rebecca and Ann G. will Co-Chair. The planning committee will start meeting in February. Committee members contact local restaurants and businesses for participation and donations. They also assemble baskets for the silent auction.

Ann G. thanked the board for 100% participation at the event last year, and encouraged full board participation again this year.

Verona update

- Emily requested if the library could be present at an upcoming Verner Elementary weekend event. Caitlyn will follow up with the event coordinator.

Other discussion

- Board members shared thanks from staff for the new paid time off policy.
- The board recognized and appreciated two volunteers who have been tending to the library's garden. The volunteers submitted a proposal for upgrading the landscaping in 2026, including with new plants. Candace and Emily will follow up with the volunteers to continue discussion around the plant proposal, including suggestions of native and deer-resistant plants, with a plan to submit an updated proposal for approval at March meeting. They will also discuss possibilities for a temporary sprinkler. Caitlyn plans to reach out to a family regarding a recent memorial donation to see if they would be supportive of the memorial donation supporting the garden proposal.
- The board discussed the recent presentation from GBBN to the full board on the building assessment, proposed plan layout, and estimated cost. GBBN will present to Borough Council on Tuesday January 20. Rebecca has volunteered to continue leading the building committee.
- The board discussed capital campaign planning for future building renovations. Alex provided resource websites with information on capital campaigns. Rebecca will look at library files and archives related to the 2000 building project. The board will continue the discussion at the March meeting.

Action items

- Board members will send any feedback of draft 2026-2030 Strategic Plan by February 13.
- Candace and Emily to meet with garden volunteers around updated plant proposal, for continued discussion at March meeting.
- Caitlyn will reach out to family regarding memorial donation being used to support garden project.
- Maggie and Rebecca will collect options and price points for 125th anniversary merch options and bring for discussion at the March meeting.

There being no further business, Alex moved to adjourn. Ann B. seconded. The meeting adjourned at 7:18 PM

The next regular board meeting will be Wednesday March 11, 2026 at 5:30 pm.

Respectfully submitted,

Alex Taylor