

# LIBRARY BOARD OF THE BOROUGH OF OAKMONT

## MINUTES

May 13, 2026

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

**Absent:** Ann Buechli

Vice Chair Laura Spisak called the meeting to order at 5:32 PM.

### **Regular Business**

The April minutes were reviewed. Candace moved that the minutes be approved. Ann G. seconded. Minutes were unanimously approved.

### **Financial Report**

Alex presented April financial statements:

- The April statement continues to show solid figures to budget and plans. Notable revenues received were the monthly payment from RAD of \$10,189 and \$2,431 in book sales. There was a large book sale at the end of April. \$10,951 in revenue from the Taste of Two Towns event has already been received, with more to report in June. The Borough transferred \$35,000 in April, with the majority of funding to follow in coming months.
- In terms of expenses, the annual OCL payment for e-resources of \$12,867 took place in April. Building repairs and maintenance increased by \$11,817, to \$28,587 for the year - 81.7% of the annual budget. This is due to payments for serious leaks, water exposure, and a boiler issue. However, the insurance company did pay \$13,668 in April against the insurance claim; Ann B. will work with the Borough's accountant to reconcile payments made and insurance claim receipts related to the water damage.
- Payments to GBBN are complete, at \$14,085 this year.
- The Wells Fargo account is stable with a modest increase in April.

### **Staff reports**

All staff reports were reviewed.

- There was a request for board approval for two upcoming programs pairing art, music, food, and wine, due to serving alcohol. The event will be limited to 21 years and older. Maggie motioned to approve, Rebecca seconded. The motion was approved unanimously.
- The board discussed a suggestion from a staff member on the set up timeline for future Taste of Two Towns events to minimize disruptions to library patrons.
- There will be a library event on June 11 to present the Oakmont Carnegie Library archives as part of the 125th anniversary celebrations for the library. Board members will try to attend.

### **Director's report**

The board reviewed Caitlyn's report and statistics.

- Becca, the new Makerspace Assistant, started this week. She is currently training at the Front Desk and in the Makerspace. The plan is the Makerspace will reopen on June 6 - the same day as the Maker's Mart and Summer Reading Kickoff!
- Caitlyn continues to review and update various library policies, including Makerspace Policies. She will send a draft for initial board review via email.
- Developed quick information cards for staff with procedures for ICE in the library. The Borough is currently reviewing, then Caitlyn will share with the board for review before printing for staff.
- The Library's approved furniture budget this year included a replacement bike rack, which is on its way and will be installed soon.
- OCL participated in ACLA's 2025 Salary Survey. Caitlyn shared the results with the board. ACLA is doing virtual 3-hour workshops in May and June to review the results with library directors and board members and has requested that at least 2 board members attend the workshop presenting the results.
- The Lion Club is planning to do the Touch a Truck event on an annual basis. Caitlyn and the board discussed the time commitment required for library staff to plan and participate in the event.
- There is a new bank account set up for funds raised in the future capital campaign.
- Caitlyn presented the draft 990 tax return. The board discussed a few possible amendments, dependent on clarification from the preparing accountant. Rebecca moved to approve the 990, with amendments if necessary. Ann G. seconded. The motion was approved unanimously.

### **Chair report**

- The capital campaign committee met for the first time in April, and will meet again soon.
- Ann G. and Rebecca thanked the board and staff for support for this year's Taste of Two Towns event, which exceeded expectations. The event raised net \$23,654.99, \$5,000 more than last year. The event was successful across the board, with 184 tickets sold, all but 4 raffle entries sold, and 20 sponsors.
- The board wanted to give special recognition and thanks to all the high school volunteers who were wonderful in preparing for and supporting the event!

### **Verona update**

Emily met the new Borough Manager, and they started discussing ways to increase visibility for the library in Verona.

### **Other discussion**

As part of an ongoing review of all policies, the board reviewed updated drafts for two existing policies and a new draft privacy policy. Caitlyn will send the proposals via email for additional review and questions, then the board will discuss and approve in June.

### **Action items**

- Board members will review 3 draft policies and send edits to Caitlyn, to be prepared to review and approve updated drafts at the June meeting.
- Caitlyn will seek clarification to the questions about the 990 tax return with the preparer and amend if necessary before submitting.
- Caitlyn will schedule another capital campaign committee.

There being no further business, Candace moved to adjourn. Rebecca seconded. The meeting adjourned at 6:33 pm.

The next regular board meeting will be Wednesday June 10, 2026 at 5:30 pm.

Respectfully submitted,

Alex Taylor