LIBRARY BOARD OF THE BOROUGH OF OAKMONT

MINUTES

June 10, 2026

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

Absent: Emily Stimmel.

Chair Ann Galm called the meeting to order at 5:32 PM.

Regular Business

The May minutes were reviewed. Laura moved that the minutes be approved with those edits. Maggie seconded. Minutes were unanimously approved.

Financial Report

Ann B. presented May financial statements:

- The Borough of Oakmont has transferred the full $285,000 in committed annual funding as of early June, so the funding has been received in the library's account but is not yet reflected in the May financial statements.
- Book sales from the Squirrel's Nest continue to be strong, totaling $6,236 to date.
- Revenue from the Taste of Two Towns was $23,474, 117.4% compared to the budget!
- In terms of notable expenses, building repairs increased by $3,610 last month. The total year to date for building repairs is $32,197, already at 92% of the annual budget. This includes leaks, lack of heat, and boiler issues. However, some of this will be offset by the approved and received insurance claim of $13,668 for the February leak, so the total amount may actually go down in next month's financial statement.
- Other expenditures included $3,667 for new bike racks, reflected in the furniture and equipment line.
- The Wells Fargo account remains stable and growing.

Staff reports

All staff reports were reviewed. The board recognized all the great work happening and discussed several recent events that were interesting and well-attended. The board remarked on the great displays throughout the library for summer reading and related to the library's 125th anniversary.

Director's report

The board reviewed Caitlyn's report and statistics.

- One staff member will be out on medical leave for most of the summer, so the rest of the team will be filling in the gaps.
- May was another busy month for building issues, including wallpaper coming off the wall in the children's room due to water infiltration. Caitlyn is coordinating with contractors to get a gutter repair and potentially a mortar repair to prevent more water infiltration, then repair the interior walls. She is working on getting estimates now.
- The Borough is repairing the outside railing on the steps to the main entrance.
- 125th anniversary T-shirts in particular are selling and she has had to do a re-order.
- Caitlyn provided an update on the County level e-Resources funding task force. The task force recommended a funding formula for all county libraries in 2027 to cover the cost of e-resources like Libby and Hoopla, which was approved in a county-wide vote. The vendors' formula for charging libraries changes year to year. The anticipated OCL amount will be $18,295.17. This doesn't change collection expenses in the overall budget, just reallocated from print to online resources. The board thanked Caitlyn for sharing the detailed budget and process for securing e-resources.
- Thanks to the Riverside Women's Association for donating to OCL!

Chair report

Ann G. and the entire board gave a big kudos to our volunteer gardeners! The garden beds look great. The board discussed how to recognize and thank the volunteers.

Ann G. reminded the board about an exciting program by Stephanie on June 11 on archive materials of the OCL. Several board members plan to attend.

The capital campaign committee will have another meeting soon and is planning a meeting with the borough representative as well.

Verona update

Nothing to report this month as Emily was absent.

Other discussion

- Caitlyn and the board reviewed the procedures for staff regarding law enforcement activities in the library. Borough counsel has also reviewed. No additional changes were recommended.
- The board reviewed the updated draft OCL Makerspace Policy, sign-in sheet, and training certification form. Ann B. motioned to approve, Candace seconded. Unanimously approved.
- The board reviewed the updated draft OCL Computer and Internet Use Policy. There was a question about if there is a specified time limit for computer usage; Caitlyn will add that language in and present updated policy for approval at July meeting.
- The board reviewed the Draft Library Card and Borrowing Policy, which combines and updates two separate policies. There was a question about whether there is limit on the number of e-resources. Caitlyn will add language on e-resources and present updated policy for approval at the July meeting.
- The board reviewed the draft Privacy Policy. Two small typos were noted, and there was a question about clarifying language regarding emails for account updates vs. marketing purposes. Maggie will review the referenced photo release form to make sure it mirrors this draft and other policies. Caitlyn will make relevant updates and present the updated draft for approval at the July meeting.

There being no further business, Rebecca moved to adjourn. Maggie seconded. The meeting adjourned at 6:47 pm.

The next regular board meeting will be Wednesday July 8, 2026 at 5:30 pm.

Respectfully submitted,

Alex Taylor