

Monroeville Public Library Library Board Meeting

January 24, 2022

Hybrid Meeting

Members present: Debbie Isauk (President) Dave English (President *emeritus*), Mandal Singh, Emily Hoffman (new Secretary/Treasurer), Mary Frances Thorn (Vice President), Kelly Meredith, Nicole Henline (Director), Pam Bodziock, Robin and Douglas Webster (from the Friends); Dennis McDaniel (Secretary/Treasurer *emeritus*).

- I. Consent Agenda was approved.
- II. Friends of the Monroeville Public Library: Robin Heid And Douglas Webster, both officers, represented the Friends.
 - A. Last year's activities curtailed
 - B. Considering two trivia nights this year
 - C. Income levels were maintained: added mobile hotspots and paid subscription fees; supported children and teen reading programs; provided funds to the funding challenges to enable the library to secure matching funds; supported the refurbishment of the Gallery Space.
 - D. Planning a Gallery Space show this fall
 - E. Upcoming fundraisers:
 1. Sarris Fundraiser
 2. Chipotle Fundraiser: Tuesday, April 26th from 4-8PM
 3. Amazon Smile partnership remains open through April 10.
 4. Spice Drive: seeking contributions for Pitcairn food pantry.
 - F. Seek a volunteer coordinator for Gallery Space events. Would coordinate with high school students and Art Instructors, or with a volunteer from the Senior Center who has an art background.
- III. Board Reorganization - Voting for Officers
 - A. Nominations for President: Ms. Thorn declined her nomination; Ms. Isauk accepted her nomination and was elected unanimously.
 - B. Vice President: Ms. Thorn was reelected without opposition.
 - C. Secretary/Treasurer: Dr. McDaniel declined; Ms. Hoffman accepted and was elected unanimously.
- IV. Director's Report A. Staffing
 - A. FT Staffing Update—offered to Olivia Moe for Children's Librarian, an experienced and enthusiastic librarian (has an MLS). She emerged from a field of eight candidates. She will begin on 2/7.
 - B. PT Staffing Update: three candidates appeared and two were offered—both accepted: one will be in Children's room and the other will work in the Teen program with Pam. They will receive 20 hours per week.

- C. Staff Meeting Reorganization: meet first and third Wednesday mornings; would like Board members to visit, which will be possible through Zoom.

V. New Business

A. COVID

1. Programming: For adults, programming will be virtual; children prefer in person (with masks);
2. Municipal Update
3. Staff Exposure: Board discussed process of contact tracing. Plan to do so anonymously.

- B. National Library Week: April 3-9, 2022: theme this is “Libraries Connect”: considering sessions on how to use library tools on your phone. “Library Giving Day” occurs during Library week—staff working on fundraising ideas.

VI. Old Business

- A. Board Openings: Wards 4 & 5: advertised now for several months; will repost. Seat has to go unoccupied for four months before the Borough Council will allow an at-large board member. Director mentioned that the board needs more racial/ethnic diversity and sought the help of the board in identifying candidates.

B. Discovery Gardens

1. Next Steps: study of the grounds needs to take place, but will enlist the support of Paul Estok to accomplish this.

C. Standards for Excellence - Policy Updates and Best Practices

1. Volunteer Application: updated policy was approved
2. Hotspot Policy: no longer need to show id; reduced hotspots to one per card: Unanimously approved.
3. Document Retention Policy: will review and vote in February.

VII. Committees

- A. Volunteer—needs to reconvene; established policies; will roll it out during Library Week.

B. Fund Development: Emily shared Pam’s notes--

1. Priorities Meeting: creating a calendar
2. Memorials: working on paperwork: how can people know that they can provide a memorial
3. April Mailing: for National Library Week—checkboxes for allocation of fundraiser monies.
4. Donor Party: first one in February 2020—still gathering details.
5. October Mailing

C. BookSale

- VIII. Facilities: board reflected on newly renovated driveway and entryway. Seeking further funding that can be matched by Keystone Grant.

IX. General Information and Reminders

- A. January Newsletter—compliments go to Tracy
- B. Next Board Meeting is Monday, February 28, 2022

X. Updates from ACLA meeting

- A. Social Services director was recently named
- B. Youth program
- C. New Director responded to Ruth Ann Dailey's article the expressed misgivings about fine free libraries.

Meeting adjourned at 8:27.