

Monroeville Public Library Board Meeting Minutes

May 23rd, 2022

Called to order at 7:07pm

Meeting held in-person with virtual option.

Members present: Nicole Henline (Director), Debbie Iszauk (President), David English (President *emeritus*), Mary Frances Thorn (Vice President), Kelly Meredith, Mandal Singh, Emily Hoffman (Secretary/Treasurer), Michael Crane, Ruth Payne, Pam Bodzioc (Staff), and Diane Lindsey (from Friends).

- I. The library's investment group has moved from Wells Fargo to Heberle, Helm and Ferguson which is part of the Raymond James Investors Group. Dustin Helm reviewed what transferring services would look like. He covered title account transfers, by-law status, overview of funds and investments, re-balancing quarterly, and fee structures.

Next steps: Nicole will request formal proposals from the candidates.

- II. Consent Agenda (from April 2022) approved with unanimous vote.

- III. Friends of the Monroeville Public Library: Diane Lindsey explained the Friends Rocket Car Wash benefit will be ending soon.

- A. The gallery space will be transitioning to the next artist beginning the last week of May.

- B. The Friends, along with the Children's Librarian will be participating in the Farmer's Market every other weekend, there will be children's books for giveaways and other items.

- C. Save the date coming soon for the upcoming outdoor book sale July 9th. The Friends will have a table at the sale. Book drop-off's begin June 20th-25th, with book sorting ongoing until the sale.

- D. Trivia Night will be held Saturday, September 17th.

- IV. Director's Report

- A. The social work intern has been working with Career Link providing services every Tuesday at the library. Any referral to Career Link programs made through the library, the MPL will get \$100, as a "Partner Through Work" incentive.

- B. The RAD draft formula and examples were provided to the board for review.

1. Due to the RAD formula changes, the COVID pandemic and municipality funding, the MPL is projected to have \$20K less in funding for 2023. We are projected to be back to baseline or above in funding for 2024.

2. Check out the MPL website for your RAD pass, there are freebies, discounts towards tickets for many places. You only need your library card for a RAD pass.

C. Fun Fest update: Will be held August 27th. Alice wrote to Sean Logan who assisted in securing monetary sponsorships for the MPL through UPMC East, Monroeville area Chamber of Commerce and Visit Monroeville. Alice also secured sponsorships from Brushes and Beans, PNC, and Sheetz Corporate.

D. Thank you Jared for putting together The Summer Reading video!

V. ACLA Report by Dave English

- A. ACLA participates in advocating for state funding each year. They are requesting a 19% state budget increase for 2023.
- B. ACLA is reviewing and updating their by-laws, Dave will share with the Board once that is finalized.
- C. Dave discussed the national book challenges that are occurring. He recommended the Board review and be familiar with the MPL's policy on book challenges.

VI. New Business

A. Pat and Deann from The Carnegie Library of Pittsburgh are helping the MPL with the fund development committee; the committee is being chaired by Kelly.

B. Nicole suggested using our own cardholder database to use the emails for a welcome email blast from the MPL making unsubscribe an option.

1. Mike suggested that the introductory email be an "opt-in" email, so the participants can volunteer to receive emails from the MPL or they can opt out right away.

2. The verbiage on the library card applications will be reviewed regarding explanation/permission for use of email addresses when signing up for a library card.

3. The board voted unanimously to use our cardholder database for an opt-in introductory email from the MPL.

VII. Old Business

A. National Library Week update: The Library Giving Day brought in \$4708 from 88 donors.

1. The MPL will be using a new database called Little Green Light, this is for donor records.

B. Discovery Gardens: Land survey work completed and returned.

1. Draft letter to community partners inviting them to be stakeholders in the Discovery Garden project to attend brain storming meetings.

E. Standards for Excellence: The MPL Mission and Values statement was re-written and is to be revisited.

VII. Committee Reports

A. Volunteer Committee- two meetings have been held; four new volunteers are on board.

1. Plan is to continue to grow the volunteer program.

B. Fund Development-Recent focus has been on the upcoming Tea fundraiser by the Friends, the theme is the Queen's Platinum Jubilee.

1. Kelly is collecting donations for the Library Board's raffle basket.

2. Memorials are being finalized and sent out to partners.

C. Facilities- CIP meeting occurred May 12th at 6:30pm. Nicole spoke the council regarding capital improvement. Council stated the requests were reasonable and necessary. Council's vote is pending.

1. Nicole is hopeful that we will be eligible for the Keystone Grant; it is a dollar to dollar match for capital improvements.

VIII. General Information and Reminders

A. Don't forget to join us on June 12th for The Queen's Tea.

B. Michael Crane was voted into the open board seat at May's council meeting.

C. Ruth Payne is expected to be appointed to the open board seat at June's council meeting

ACTION ITEMS:

A. Volunteers needed for Fun Fest, August 27th.

Meeting adjourned at 8:52pm.

Executive session was held.

The next board meeting is Monday, July 25th 2022, at 7 pm.