

Monroeville Public Library Board Meeting Minutes

April 27, 2026

Meeting held in-person with virtual option

Called to order at 7:00 p.m.

Members present

- Meredith, Kelly (President, Ward 7)
- Lucas, Cindy (Vice-President, Ward 2)
- Crane, Michael (Secretary/Treasurer, Immediate Past President, Ward 1)
- Kinnunen, Marty (Ward 4)
- Manners, Katherine (Ward 5)
- Markosek, Joe (Ward 3)
- Toney, Phillip (Ward 6)
- Non-voting
 - Henline, Nicole (Library Director)
 - Bodziok, Pam (Assistant Director)
 - English, Dave (ACLA Liaison)
 - Lindsey, Diane (Friends of the Monroeville Public Library)
 - Snyder, Carol (Friends of the Monroeville Public Library)

Agenda

- Thanks, Good News, and Kudos
 - Thanks for the donor party: all good feedback from so many people. Thanks to everyone who made it possible.
 - The mother of patron who was a huge user of the library sadly passed away recently, but a donation of \$500 was made in her honor.
 - During the donor party, the staff signed someone up for a library card.
- Public Comment
 - None
- Friends of the Monroeville Public Library
 - Thanks to everyone for the donor party.
 - Lost the Fundraiser at Primati's when they closed, but it will be replaced by a fundraiser at Red Robin on May 20: 20% of sales will be donated, the coupon is available on facebook.
 - At the upcoming Book Sale, The Friends will have a table, and will provide an upgraded bag for members of the Friends, including those who join that day.

- The annual meeting will be Saturday, May 16 from 9-10am.
- At the Tea on June 7, The Friends are donating a garden themed raffle basket.
- Expecting mid-May for first books for the giveaway at the Book Walk at Monroeville Community Park. Waiting on Public Works to coordinate on installation of the pedestal, the box to house the give-away books is already made.
- Municipal Update
 - An agreement was signed with DesignFree to help with sidewalks, entrances, prices for carpet, paint, and acoustic tiles. Plan be ready with this project for the next Keystone Grant submission cycle, probably next spring (it is a two year cycle).
- Consent Agenda
 - Minutes - March 2026
 - Finances - March 2026
 - Book Nook and Concession - March 2026
 - Statistics - March 2026

Motion to approve Consent Agenda with one change in Municipal Update.
 Motion made by Kinnunen
 Seconded by Lucas
 Discussion: Change one instance of 'we' to 'they' in Municipal Update.
 Approved with unanimous vote.
- Director's Report
 - Grants
 1. Approved for two Americorps members for next year, depending on Americorps' process.
 2. Working with DesignFree to be ready for Keystone Grant submission.
 - Building Updates
 1. Replaced the water fountain on the main floor with one with a water bottle filler. Will ask Public Works to replace the one downstairs next.
 2. Public Works' is working through their list, but they are pulled in many directions, but we'll keep asking for our items.
 - Maker Lab

1. Graziani approved the plan that was submitted to him. Will be promoting Bill and hiring two part-timers to take over some desk responsibilities. Currently in the process of hiring, and there has been lots of interest. Doing phone interviews today and tomorrow as the first round of the process. The positions will pay \$16.50/hour, 20 hours, including one or two Saturdays a month and one or two evenings a week.
- ACLA Report
 - On behalf of ACLA board, thanks to the staff, board, and Friends for making the MPL what it is. Allegheny County Council put out a proclamation on April 14 to celebrate National Library Week.
 - April 22 is National Library Outreach Day. ACLA does have a bookmobile, which makes community stops and monthly visits to headstarts, day cares (including Gateway PreK) and provides storytime and then a visit to inside the bookmobile. In addition, it visits to senior high rises and centers, and ACLA provides book carts and deliver pre-ordered materials throughout the county.
 - ACLA has a new updated website, please take a look and let English know if anything needs fixed: aclalibraries.org
 - National Library Week
 - Gift to the staff was passed out, including a pot, soil, wildflower seeds to attract bees, with a theme of thanking the staff or the work that helps our community bloom.
 - New Business
 - None
 - Old Business
 - Maker Lab Plans
 1. Hiring is underway to reopen the Maker Lab.
 - Committees
 - Fund Development
 1. letter was sent to donors during National Library Week, focusing on joy and excitement, and we will plan on two fundraising letters a year. We continue to receive envelopes each day, so far have received \$4,100 from 56 donors from this campaign, not including online donations.
 2. Working on Love Your Library next for the fall.

3. Biggest project is best way to honor memorial gifts. Had sign at the donor party that will be updated annually, and looking at digital assets.

- Policy Committee

1. Pod Policy

- a) Draft of usage policy for the study pods presented as a start. Will solicit feedback after a few months of use to see what will need to be updated.

2. Room Usage Policy Update

Motion to approve two updates to Room Usage Policy

Motion made by Crane

Seconded by Manners

Two changes to the policies as presented: adding staff time as not being provided, and removing the Monroeville department list.

Approved with unanimous vote.

Motion to adjourn

Motion to adjourn made by Lucas

Seconded by Markosek

No discussion

Approved with unanimous vote.

Meeting adjourned at 8:05 p.m.

Upcoming events

- May 15-16 - Used Book Sale
- May 16 - Friends of the Library annual meeting
- May 20 - Red Robin fundraiser
- June 7 - Tea fundraiser

Action items

- All - The library is looking for glass platters/cake plates for the tea (to be donated or to be lent for the event). If you like to thrift and see any under \$15, the library will reimburse you.

Next scheduled Board meeting is Monday, May 18 at 7 p.m.