

Mt. Lebanon Public Library
Board of Trustees
Meeting Minutes

Tuesday, March 15, 2022 at 7 pm

I. Call to Order:

Evan Jones called the meeting to order at 7:02.

Members Present:

- Evan Jones
- Lorna Kearns
- Marcia Taylor
- Robert Taylor
- Mary Menk
- Eve Reynolds
- Robyn Vittek, Staff
- Susan Tracey, Observer from the Friends of Mt. Lebanon Public Library

II. Approval of Agenda Items and of the minutes from the previous meeting:

Eve motioned to approve. Mary seconded the motion and everyone agreed.

III. Comments from observers:

Susan Tracey of the Friends reported the following:

- They are coordinating volunteers for the Speaker Series. They have nine volunteers currently. They will try to recruit 12.
- The plant sale is coming along. They have everything set with their vendors. Pre-ordering will be done online but there will be an in-person sale on May 7.
- They have begun planning for the memorial garden for David McKibben. They will be meeting with a landscape architect. Expected completion time frame is next June.

IV. Commission liaison report, Leeann Foster:

- No report because Leeann was not present.

V. President's Report, Evan Jones:

- The board voted on the slate of officers below. Lorna motioned and Bob seconded the slate. All approved.

- Evan will stay on as President.
- Mary will continue as Vice-President.
- Marcia will stay on as Treasurer.
- Eve will become Secretary.

VI. Treasurer's Report, Marcia Taylor:

- Marcia reported that we are beginning to get back to normal with statistics. We are where we should be in terms of income and expenses.
- We raised the issue of what Marcia had brought up in January about Accounts Receivable. Both Robyn and Marcia have confirmed that the January statistics and budget was reconciled appropriately.
- The issue was raised to include the budget and statistics in the consent agenda for most meetings except for twice a year. Marcia thought it would be best to do a quarterly review. There was some discussion that followed.
- Evan raised the issue of changing the structure of the meeting schedule, whether it is good to continue with 10 months a year but go down to 6 or 8. Marcia suggested that, if we go to 6 meetings a year, we should keep the budget and statistics report on its own.
- Marcia motioned and Eve seconded to file the February statistical report for audit. All approved.

VII. Director's Report, Robyn Vittek:

- A few staff changes will be taking place. Holly Wisniewski, Senior Librarian from the Children's Library, is retiring. Staff member Elizabeth Schwertfuehrer will move into that position. Elizabeth's position will be filled by staff member Dana Jones.
- Robyn is taking a five-week course taught by an executive coach offered by the Pennsylvania Library Association. Its focus is on fund-raising.
- Library will resume in-person programming in April. Will still have some virtual programming.
- This year is the library's 90th anniversary. Robin reported on a couple of activities that will accompany that.
- The annual report will be posted on the library's website.

VIII. Committee Reports

- **Governance Committee, Mary Menk**

- Governance committee met on March 3. The committee will be looking at all the policies of the library. They will begin with two policies recommended by Robyn, the collection development policy and the meeting room policy.

- **Fund-raising and Event Committee**

- There was no report from this committee because Chris Menand is no longer on the board.

IX. Old Business:

- a) Robyn listed the volunteer positions that are needed for the Garden Tour.

X. New business

- a) Robyn provided the Allegheny County Library Association and the Pennsylvania Library Association with the MLPL National Library Week proclamation. April 3-9 is National Library Week in Mt. Lebanon.
- b) Robyn mentioned the Municipal Comprehensive Plan Memo from Ian McMeans that is in our board packet and asked us all to read it. She told us that the board would have an opportunity to participate in the process. Marcia volunteered to be the MLPL liaison and Mary offered to be Marcia's backup.

XI. Advocacy Moment:

Everyone shared what they have been reading and viewing on television this past month.

XII. Adjournment:

Mary made a motion to adjourn. Eve seconded. Meeting was adjourned with unanimous approval.

Minutes submitted by: Lorna Kearns

4/2/2022

X Lorna Kearns

Lorna Kearns

Signed by: 91f946c5-8ea7-46eb-9c91-69677e171802