

***Mt. Lebanon Public Library  
Board of Trustees  
Meeting Minutes***

Tuesday, January 18, 2022 at 7 pm

**I. Call to Order:**

Evan Jones called the meeting to order at 7:09.

Members Present:

- Lorna Kearns
- Evan Jones
- Marcia Taylor
- Robert Taylor
- Robyn Vittek, Staff
- Susan Tracey, Observer from the Friends of Mt. Lebanon Public Library
- Leeann Foster, Commission Liaison

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

Marcia made a motion to approve. Bob seconded. All agreed.

**III. Comments from observers:**

Susan Tracey of the Friends reported the following:

- The Friends had a great year in terms of revenue.
- The newsletter has a new editor and a new look. The new look came about as a result of having to get into additional compliance with accessibility laws.
- Robyn mentioned that other libraries have requested Susan's help with their Friends groups because Susan has so much expertise with running the group.

**IV. Commission liaison report, Leeann Foster:**

- First meeting of the year was last week. Everyone has the same assignments for boards and authorities as last year.
- The commission will be adding additional board members for their work on the diversity, equity, and inclusion recommendations made last year.

**V. President's Report, Evan Jones:**

- He drafted an email about exploring green initiatives to send to Andrew Flynn, the community liaison to the sustainability board. This is an item from the library's strategic plan that involves the board. He will workshop the email with Robyn and then circulate it to the board.
- He raised the issue of nominating officers. He mentioned that we need a slate of nominees for next month's board meeting. We will then vote on those nominees in March. They will take office in April.
- He also mentioned the members of the board doing an annual evaluation of Robyn. This is a board policy. Because of COVID, it was agreed that we would all submit comments by email.
- Regarding current board members, Lorna is going to leave when her term ends in March. Marcia has agreed to serve another term. This means they will have one member to replace.

#### **VI. Treasurer's Report, Marcia Taylor:**

- In regard to profit and loss, we now have a surplus of \$71,000. However, the data in the reports is still not entirely complete for the year. Robyn suggested that she would get that additional data before the February meeting so that we could file the reports for audit in our next meeting. In general, Marcia said that everything is just about where it should be at this point in time.
- Robyn reported that physical circulation increased 54% from 2020 to 2021. The increase is due, in large part, to the fact that the library was closed because of COVID for a big part of 2020.
- Marcia had some questions for Robyn on the December regarding an Accounts Receivable figure. Robyn said she would get input on this and get back to Marcia. The plan was for Robyn to talk with Alison and then send an email to the board for them to approve.
- Marcia motioned and Bob seconded to file November financials. The motion was passed with unanimous approval. For the December financials, Marcia motioned, Bob seconded, and we all agreed to file the December financials pending Robyn's input from Alison.

#### **VII. Director's Report, Robyn Vittek:**

- Robyn highlighted some great things that happened at the library in 2021:
  - The library staff worked with the library board to develop a new strategic plan.

- The library onboarded several new staff members.
- The board voted to eliminate overdue fines on returned materials, thus making the library's lending program fine-free.
- Facility upgrades included roof replacement, access controls projects, and renovation of interior space to provide private study rooms.
- The library partnered with Outreach Teen and Family Services to introduce "Mental Health Monday" programs for teens in the courtyard garden. Other in-person outdoor programs were reinitiated.
- For 2022:
  - Robyn will form a committee of her staff to create a new onboarding process.
  - Robyn is looking into acquiring a book bike for the library. This is a bike that can be taken to community events. Funds are available from the Friends of the Library.
  - Robyn will partner with Laura Lilly at the Public Information Office to review and possibly launch some of the initiatives put forth by the community's DEI group.
  - The library received a \$10,000 grant this past year from the Kathryn Dinardo Foundation. The funds will be applied to the speaker series.

### **VIII. Committee Reports**

- **Governance Committee, Mary Menk**
  - No report because Mary was not present.
- **Fund-raising and Event Committee, Chris Menand**
  - No report because Chris was not present.

### **IX. Old Business:**

- a) There was no old business to discuss.

### **X. New business**

- a) Robyn pointed out some of the updates that she has inserted into the strategic plan. These include staff efforts to help create an inclusive

environment, grants the library has received, programming initiatives, and a review of holdings to ensure that they are current in regard to DEL.

**XI. Advocacy Moment:**

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

**XII. Adjournment:**

Lorna made a motion to adjourn. Marcia seconded. Meeting was adjourned with unanimous approval.

Minutes submitted by: Lorna Kearns

 Recoverable Signature

X Lorna Kearns

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Lorna Kearns

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