

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

Tuesday, February 15, 2022 at 7 pm

**I. Call to Order:**

Evan Jones called the meeting to order at 7:01.

Members Present:

- Lorna Kearns
- Evan Jones
- Robert Taylor
- Eve Reynolds
- Mary Menk
- 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:**

Lorna made a motion to approve. Mary seconded. All agreed.

**III. Comments from observers:**

Susan Tracey of the Friends reported the following:

- The Plant Sale will be held May 7, the Saturday before Mother's Day. The provider from last year is not available for this year so they are investigating where to purchase the plants. The company that provided the mums for the fall mum sale is a leading possibility.
- Book Cellar shop will be adding one more day starting next week. It will be open Monday, Tuesday, Thursday, and Saturday. In January, the in-person book shop brought in \$3,100. About \$900 came in from online sales.
- Susan met with two people from the Bethel Park library board. Because they do not have a "Friends" organization, they wanted to speak with Susan about starting one. She thought they asked all the right questions and she let us know how much respect they have for our library.

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

- No report because Leeann was not present.

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

- We learned that Chris Menand has resigned from the board due to some other things going on in her life currently. With Lorna leaving at the end of her term in March, that means that there will be two board positions to fill.
- Evan read the draft he wrote to send as an email to Andrew Flynn who is the new President of the Commission and the Commission Liaison to the Environment Sustainability Board. The focus of the email is the request to consider installing solar panels on the library's roof. We know that Commissioner Flynn is very interested in green building initiatives and we wanted to make sure this request is on his radar. We don't know yet how much this would cost but Robyn asked us to keep in mind other important goals such as raising Mt. Lebanon's profile as a green community. Mary asked about the ramifications from having just installed a new roof on the library. Robyn said that it always was the plan to install the new roof first in order to have the solar panels installed on a new roof. This will make it less likely that the roof will need repairs after the panels are installed.

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

- Marcia was not present so there was no Treasurer's report.
- Robyn asked whether the board members thought that, going forward, we could fold in the approval of the financials into our approval of the consent agenda. There was some discussion about this. Bob suggested that we fold it in to the consent agenda but keep it as a separate item twice a year. This would allow us to streamline to some extent but also keep the financials in front of us on a regular basis. We agreed to pin this as old business to discuss next month when Marcia is here.
- Robyn reported that she included the amended December figures in the board packet for this month. All the numbers were ready for the audit.
- Lorna asked a question about an issue that Marcia had raised last month about the Accounts Receivable figure for December. We had some uncertainty about what Marcia had asked and she was not present to clarify. We agreed to raise it as old business next month when Marcia is in attendance.
- Eve motioned and Mary seconded to file the January statistical report for audit. All approved.

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

- Robyn stated that two new part-time clerks had been hired. One position is still open but she will onboard the new staff members before she reposts the opening.

- She mentioned the issue of having difficulty hiring new clerks because of salary levels. A new wage scale, approximately 110% of the old wage, is being implemented to address this issue. The hourly wage will go from \$11.42 to \$12.59 which is a little more competitive. This will add about \$9,000 to our budget for the year. This is something the municipality initiated.
- A senior librarian from the Children's Department will be retiring. This led into a discussion about the wage scale in regard to senior librarians.
- She identified this year's SMART goal: Evaluate existing policies and creating a procedure for revising those policies. By the April meeting, she will provide a report to the board about the policies that currently exist and identify which ones her staff think need to be revised. A report with the final revision schedule will be provided in June.

### **VIII. Committee Reports**

- **Governance Committee, Mary Menk**
  - Mary said they would like to nominate Evan as president, Mary as vice president, Marcia as treasurer, and Eve as secretary with Robyn and Mary pitching in as needed when Eve is not available.
- **Fund-raising and Event Committee**
  - No report because Chris Menand is no longer on the board.

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

- a) Chris was the Liaison to the Friends of the Library and also the Garden Tour chair. Robyn and Marina will be taking over the Garden Tour which is scheduled for Sunday, June 26, 11-4. Robyn asked for board support for these activities. Marina will send out program book ads solicitations this week. Raffle basket solicitations will go out in March. Individual donor solicitation will go out the first week of April. Robyn said that they will need help with the following:
  - (1) Raffle baskets and donations
  - (2) Coordination of volunteers on the day of the tour
  - (3) Travelling to each of the gardens to check in with the volunteers
  - (4) Setup with the artists and musicians at the individual gardens

- b) Robyn raised the question of whether we should limit ticket sales because of the crowding that occurs at some of the gardens. Robyn thought that perhaps we don't have to worry too much about COVID concerns since the event is outdoors and many people who attend are older and those people will most likely be vaccinated.

**X. New business**

- a) There was no new business.

**XI. Advocacy Moment:**

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

**XII. Adjournment:**

Eve made a motion to adjourn. Mary 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