



WESTERN ALLEGHENY
COMMUNITY LIBRARY

WACL Board Meeting Minutes
February 17, 2025

- I. Call to Order – called to Order at 6:41 p.m. by Kay
 - a. Attendance: Aleks, Juliana, Kay, Mary Ann, Skip, Zac, Shannon, Mike, Bob (via Zoom)
 - b. Excused: None
- II. Mission Moment – None at this time
- III. Approval of Minutes – Motion to Approve – Mary An, 2nd- Zac; **Approved unanimously**
- IV. Treasurer’s Report & Approval of Financials
 - a. As of 2/14/25, American Funds, - \$654,000 approx.
 - b. Motion to Approve Prior Month’s Financials - Juliana; 2nd -Skip; **Approved unanimously**
- V. Director’s Report – Leadership team met in January; updates to the employee handbook; programming is going great; Friends group purchased new playroom furniture; working to get additional approved programs approved for EITC; state report is nearly completed; fundraising update; driveway project is complete
- VI. Committee Updates
 - a. Governance – no report at this time
 - b. Building and Grounds – met in late-January to put together some project suggestions, made proposal to finance committee to review
 - c. Finance – setting aside about \$35,000 right now for spending on some of the projects proposed by Building and Grounds
- VII. Old Business
 - a. Strategic Plan Update – review of the Plan and brief discussion with the Board
 - b. Continued Conversation about Retirement Benefits – continued conversations with Finance Committee
- VIII. New Business
 - a. Approval of changes to Employee Handbook – Motion to Approve – Skip; 2nd – Mary Ann; **Approved Unanimously**
 - b. Approval of Critical Incident Policy – Motion to Approve - Zac; 2nd – Juliana; **Approved Unanimously**
 - c. Approval of updated Programming Policy – Motion to Approve – Shannon; 2nd – Mary Ann; **Approved Unanimously**
 - d. Review of Board Conflict of Interest Policy/Annual Affirmation Statement
- IX. Executive Session
 - a. Conflict of Interest – Board members disclosed any potential conflicts of interest and signed annual disclosure agreements. Following these disclosures, the board convened to review and discuss the identified

conflicts. After careful consideration, the board outlined the following methods to ensure transparency and maintain ethical governance:

- i. Kay will not participate in any negotiations with North Fayette Township, including but not limited to budgets, allocations, contracts, or funding. In the event of any disagreement between the library and North Fayette Township, she will recuse herself from related discussions and decisions. Additionally, she will not be directly involved in any requests made to North Fayette Township for funding or related matters.
- ii. Mary Ann will not participate in any negotiations with North Fayette Township, including but not limited to budgets, allocations, contracts, or funding. If a disagreement arises between the library and North Fayette Township, she will recuse herself from related discussions and decisions. Additionally, she will not be directly involved in any requests made to North Fayette Township for funding or related matters.
- iii. Skip will not have access to or vote on matters related to compensation and/or benefits that impact the Leadership Team (excluding the Director). He will not participate in personnel issues involving the Leadership Team and will not serve on the Governance Subcommittee.

b. Discussion of Candidates for Director Position

X. Adjournment

- a. Motion to Adjourn, Zac- 1st, Mary Ann - 2nd; **Approved unanimously;**
Adjourned at 8:06 p.m.