

## **Western Allegheny Community Library**

April 19, 2021

Meeting Minutes

**Virtual Attendance:** *(This meeting is being held in person and via ZOOM due to COVID 19). Attendees included: Pam Perry, Erin Carlisle, Patty Giura, Zac Wassel, Michele Conti, Mary Ann Wiesner; and Skip Shemon. Via zoom included Barb Piskorik, Tim O’Sullivan, and Amy McDonald*

**Call to Order:** *Board meeting was called to order at 7:06pm by President Erin Carlisle*

**Motion to approve minutes from March meeting:** *Tim, first; Mary Ann second. All were in favor. Motion carries*

**Motion to approve March Financials:** *Barb first; Zac second. All were in favor. Motion carries Treasurers’ report; Treasurer Patty reported that there was nothing that she was questioning on the financials*

**Library Director’s Report:** *Amy reported that she has done intentional weeding of the Adult Non-Fiction. County Councilman Tom Baker visited WACL on April 5 with a County Proclamation declaring April 4 – April 10<sup>th</sup> Library Week. 75% of summer programming will be in person. The county is getting ready to release a county wide app, expected launch time is Fall 2021. Our Energy Update is complete within our building; the lighting upgrade is done as is the replacement of HVAC units on the roof. The storm drains at the base of the driveway have been repaired by North Fayette Township. The spring appeal hit mailboxes on April 7 so far, we have raised \$4500 from the mailing. We have applied for an accessibility grant for new doors with ACLA. Through VITA, over 750 individuals have taken advantage of the services that they provide. Our Friends of the Library group is doing awesome work! The Annual Report was completed by our director and will be distributed to our local municipalities, sent out in an email, and posted to our website.*

### **Committee News and Reports:**

**Building and Grounds:** *Skip has taken over as Chairperson. He reported that roof repair will be starting hopefully soon. Pending we are awarded the grant through ACLA, the ADA accessible doors are ready to go utilizing the Allegheny Door proposal. Eagle Scout Candidate Connor R. is in talks with North Fayette Township about his project: making a more permanent solution at Donaldson park for the existing story walk. We are still discussing awnings for fall. Parking lot was restriped by volunteers, organized by Tim O’Sullivan. We will post an ad for volunteer labor at the library, encouraging patrons to share their talents and skills with us!*

**Finance Committee** *Chairperson Patty reported that the refinance of the mortgage was signed this past week. We have changed our current mortgage from PNC to First Commonwealth Bank, securing a reduced rate.*

**Governance Committee:** *Chairperson Barb reported that the committee is making the following motion to revise the term limit policy in the bylaws. The policy was discussed at our March meeting. The new policy shall read:*

*Terms of Trustees*

3.4 During the first (1<sup>st</sup>) year, Findlay Township will have one (1) member serving a one (1) year term, one (1) member serving a two (2) term, and one (1) member serving a three (3) year term; North Fayette Township will have one (1) member serving a one (1) year term, two (2) members serving a two (2) year term, and one (1) member serving a three (3) year term; Oakdale Borough will have one (1) member serving a one (1) year term and one (1) member serving a three (3) term. Thereafter, membership on the Board shall be for a term of three (3) years. A member appointed by any municipality may be reappointed when his/her term expires. Upon the completion of an appointee's second consecutive full term, he/she must leave the position for a minimum of one year, at which point he/she may reapply through the municipality. A member appointed by the West Allegheny Board of School Directors may be reappointed if he/she chooses to continue to serve. Motion made by the governance committee and all were in favor. Motion carries.

**Personnel Committee:** Chairperson Pam reported that the Personnel Committee made the necessary changes to make the Personnel Policy and the Separation from Employment policy into one policy as was discussed in our March 2021 meeting. Both policies were sent out before the meeting for board members to read. All were in favor of making the necessary changes. Motion carries.

**New Business:**

a. **COVID Policy Changes**

Amy would like to change to the current COVID policy in the number of days that an employee must quarantine, and the method in which the building would be cleaned when a staff member tests positive. The changes are reflected in the updated COVID policy. Patty made the motion to approve Amy's changes. Barb seconded. All were in favor. Motion carries.

b. **FFYL theme for 2021**

The Venue Committee would like to recommend the following theme for the evening: "2020 Holiday Redo". All board members enjoyed the idea!

- c. **Vision statement** --from our meetings with Amy Fazio, we are beginning the process of completing a strategic plan; breaking it down into manageable chunks. The board worked to create a Brand Vision Template by answering the questions: 1. Our vision is to create a world where...  
2. Who do we serve; and 3. What do we do to serve them. President Erin and Director Amy will now work with the information that we brainstormed.

**Adjournment:** Our meeting adjourned at 8:42 pm with a motion from Zac. All agreed.