



WESTERN ALLEGHENY  
COMMUNITY LIBRARY  
WACL Board Meeting Minutes  
August 21, 2023

- I. Call to Order – called to Order at 6:32 p.m.
  - a. Attendance: Skip, Zac, Erin, Mary Ann, Juliana, Kay, Aleks, Bob, Amy
  - b. Excused: Zac and Aleks
  - c. Public Attendees: Cali Cimoch
- II. Approval of Minutes from last meeting
  - a. Motion to Approve – Kay 1<sup>st</sup>, MaryAnn 2<sup>nd</sup>; Approved unanimously
- III. Treasurer’s Report and Approval of Financials
  - a. Cash on hand as of 7/31/23 is \$167,370. American Funds Balance \$539,718
  - b. Motion to Approve – Erin 1<sup>st</sup>, Michele 2<sup>nd</sup>; Approved unanimously.
- IV. Director’s Report
  - a. Amy joined ACLA’s Strategic Planning Committee and currently chairs the PAACC Ambassador Committee
  - b. Summer Programing went well but need to plan a better way to open program registration.
  - c. We have received the new book bus and had it’s unveiling.
  - d. WACL has signed on to the new county-wide events calendar. This should be ready by January.
  - e. Clinton Light Up Night donated \$10,000. The board will write a thank you note.
  - f. LYL month is September. Appeal letters are set to hit homes on 9/1.
  - g. FFYL sponsorship is currently at \$38,775. We need to focus on ticket sales.
  - h. The Historical Society signed the Fiscal Sponsorship Agreement and are currently deciding how they will move ahead.
  - i. The Friends Book Sale is schedule for the week of October 9<sup>th</sup>.
- V. Committee Updates
  - a. Building and Grounds
    - i. Trees are under warranty and will be replaced.
    - ii. Hillside is still not done, Amy will reach out to them once again.
    - iii. Security camera project is on hold for now.
    - iv. Amy received one bid for a new entrance sign. Waiting on two more.
    - v. Amy received a quote to add an additional HVAC unit to the garage and a vent into the data closet. Skip will reach out to the vendor with some follow up questions.
    - vi. Looking to repave the parking lot in 2024. The quote is coming in at about \$150,000
    - vii. The leadership team now has keys to the building due to a malfunction with the keyless entry system, likely related to age.
    - viii. Tom Meyers completed the annual Backflow Testing as required by the township.

- b. Finance
  - i. We have switched insurance carriers, which realized a savings of nearly \$5000 a year.
  - ii. Committee has explored moving the main accounts from First Commonwealth Bank to First National Bank.
  - iii. The budget for 2024 is again projecting a deficit but based on fundraising history and savings, the finance committee is comfortable with it. The Board will vote on it in September.
- c. Governance
  - i. The Director's Evaluation has been completed
  - ii. Currently working to assemble a slate for 2024. Skip volunteered to continue as Vice President.
  - iii. Currently working on a Succession Policy for the Director's position.
- VI. Old Business
  - a. The week of June 25, 2023 the following were approved by the board, via electronic vote.
    - i. Terminating the COVID-19 policy that has been last updated 8.16.22 2.
    - ii. Patron Behavior Policy
    - iii. Lactation Policy
    - iv. Media and Public Relations Policy
    - v. Protests and Demonstrations Policy
    - vi. The 2023 Director's Evaluation
  - b. The week of August 18th, the Board voted electronically to approve the new Book Bus MOU with Monark Student Transportation and West Allegheny School District (2023-2028).
- VII. New Business
  - a. Vote to open the following accounts at First National Bank: 1. Free Small Business Checking 2. Business Financial Solutions 3. Business FirstRate Money Market 4. One credit card account, with two cards \*At a minimum, we will retain both our checking account and mortgage with First Commonwealth Bank. Michele 1<sup>st</sup>, Kay 2<sup>nd</sup>, Erin Abstained, Motion Carried.
  - b. Amy asked to close the library on FFYL day, likely at noon. There were not objections from the board.