



WESTERN ALLEGHENY
COMMUNITY LIBRARY

Board Meeting Minutes

February 21, 2022

I. Call to Order: Attendees present:
Aleks, MaryAnn, Skip, Bob, Erin, Patty, Pam, Zac, Michele, Amy

CONGRATULATIONS AMY ON YOUR GRADUATION AND 4.0!!!!

II. Approval of Minutes: MaryAnn approved; Zac seconded.

III. Treasurer's Report: MaryAnn: round up \$163,000 net income in 2021, 65,0000 from forgiven PPP loan. January 2022 budget is right on with the North Fayette payment arriving in February. Michele motioned to approve, Patty second. All approved.

IV. Director's Report: Thanks for Board members who attended the PAACC Biz Blast – 65 registered, over 50 attended meeting. Heather is working on PA gold status for 2021-2022. Free tax prep for those who qualify, 3 days/week, going well. Fined free – Greentree went and Robinson is going on 2-21-22. Library App – we were only library who had their own app. Too expensive so we did not renew when the company was bought out. County library app will be launched in April

Shared services – approved for fund development and HR. Sherri from Morella & Associates, works with libraries, reviewed handbook and made suggestions and is working with Amy to finalze policies. Should have by week's end. Vote will be at next meeting.

Book Challenges – Amy drafted the policy. Moon has been challenged. Vote will be virtual.

Fund Development – To start, Amy will be working with lead staff at CLP to conduct a comprehensive assessment of our current practices.

Gov Wolf proposed \$1 million increase in library subsidy. ACLA is meeting with legislatures this spring. Board can attend.

Finance and Development – 2021 mailing begins November. Goal was \$10,000 and we've raised \$9,960 to date. Runs through Spring Appeal. If we don't reach goal, Zac will donate the rest.

Accessibility grant applied for March 2022, to add automatic openers on the front doors and handicap bathroom \$15,580. This has been approved. It is a reimbursable grant. Building and Grounds will work to secure vendors and move ahead with the project.

Links for Library – Melissa recruited 15 new sponsors. All hole sponsors are booked.

March 2022 – spring appeal letter will be drafted and set to send on April 15th.

Fall for Your Library – Will be held at Celebrations on September 17, 2022. Conti Law has once again committed to be the Presenting Sponsor.

Friends of the Library are doing well. Organizational brochure and first newsletter have been created. Newsletter will be sent bi-monthly. They are up to 19 new members. 1st general membership meeting was held and will be held quarterly. First book sale of 2022 is schedule for the end of April. Their fundraising efforts helped purchase 2 new circulation chairs, magnetic book ends for all of Youth Services, \$1,000 for summer programming and \$500 for adult programming. They partnered with Ron N at the HS and his class to build 2 additional little free libraries which will be placed at Donaldson Park and somewhere in Findlay. They'll take over the care of the one in Walden Woods. The Friends are working on the 2 that need fixed up and will rotate books each month. They also reached out to food bank and are partnering with them to distribute books into the community. They'll have their own tab on the website.

Building and grounds – faulty electric outlet has been fixed. Small drip by computers in the ceilings, this will be watched.

January stats – circulation is nearly back to 2020 and E-circulation has skyrocketed.

V. Committee Updates:

A. Building & Grounds – Committee meeting 1/22/21 to discuss the state approved grant for the new store front (door, side lights, operators, handicap bathroom) \$15,580 based on bid received 3/2021 from Allegheny Door. Grainy Electric. Skip will contact both for a measurement and new bid. He'll report back.

Mount Lebanon Awning – out front \$860 and for employee entrance remove frame system and new cantilevered system \$1,376. Total \$2,236. Motion for approval of the replacements – colors will be picked out and must match the building. Approved.

Based on November minutes – Skip uploaded on Govenda the figures for the project wish list from Bill Stout pre-Covid. We will need to prioritize the list at next B&G meeting.

Budget pricing on asphalt – the parking lot to entirely be redone at 3,800 square yards (includes drive to Bateman Road) totals roughly \$57,800. If crack seal the gaps and restripe the parking spaces, the estimate is \$10,880. Tom Myers needs to come back out to look at rain conductor – approximated \$15,000 and \$20,000. This is a priority for 2022.

Exterior stucco on the back of building, major cracks. We will get bid on the damage.

Bob needs to look at the cleanout caps out front b/c they do not fit and what the 2 pipes are sticking out of the ground. Myers will need to look at it.

IT issue – electrician wasn't concerned with the situation. They'll come to look at it.

Roof is leaking by PC's – 3 cups of water leaked from melting snow, not rain. Are we still under warranty under the insurance claim from Spring 2021? This is where the repair was located. Amy looked up there and didn't find any water.

- A. Finance – Meeting Jan 2022, reviewed 2 investment accounts with Pustover Financial. Recommend \$55,000 remain in checking and \$55,000 in Money Market, move \$260,000 to investment account. Motion to approve the transfer of \$260,000 from First Commonwealth Bank to Pustover – motion approved.

Pam and MaryAnn are the only 2 people on signature cards with Pustover. Joe Pustover is attending Finance Committee Meeting on March 14, 2022 at 6:30pm.

- B. Governance – Personnel is now a part of Governance therefore new goals and progress.

January meeting to discuss tasks. Bylaws have been distributed and need reviewed. Changes that need made will be brought to the next meeting.

Strategic Plans – Pam has been watching webinars and score.com offers a business mentor.

Guidance on Board roles – nothing done yet.

Item G – not until October 2022.

Pam Perry term is finished at the end of 2022.

MaryAnn and Bob are up at the end of the year because finishing up old terms but will have the option to begin their own terms.

Amy drafted a new collection development policy because of the issues presenting themselves throughout the country. Amy will email it to us with the other policies to request a vote.

In 2020, a 3-year salary compensation plan was started because some staff members were underpaid. A plan was put in place as to how every position

would have a range. Staff salary schedule (confidential) will be reviewed and discussed at the next meeting. If changes need made, finance will be consulted.

VI. New Business:

- A. Discussion re Mandatory Staff Masking – currently optional for guests, mandatory for staff. Following school district, masks are optional beginning 2/28/22. Amy proposes mask optional for staff effective immediately. Approved.
- B. Strategic plan mentor from Score.com. The gentleman was awesome per Pam. Pam believes this is useful and makes the motion to move forward with finding information on using score.com. His services are one hour per week free, unlimited emails. He's acting as a coach and gave Pam some ideas to begin with. Needs to be member from one person from each municipality along with Governance. Motion is approved. Email Pam if interested in participating.
- C. Mail – Thank you letters were received from Tim O'Sullivan and Barb Piskorik re sendoff gifts, Thank you from MaryAnn re lantern in Joe's memory.

VII. Adjournment: Vote to adjourn: Zac firsts, Michele seconds.