

Western Allegheny Community Library

September 21, 2020

Board Meeting Minutes

Virtual Attendance: (This meeting was held in a hybrid format, via ZOOM and in person, due to COVID 19). In person attendees included: Loretta Hennemuth, Terri Conosciuto, Amy McDonald, Patty Giura, Pam Perry, Erin Carlisle, Tim O’Sullivan, Bill Stout. Attendees via Zoom included Barb Piskorik.

Call to Order: Board meeting was called to order at 8:14 pm by the President, Terri Conosciuto.

Motion to approve agenda: We added one item to our agenda. Motion to amend the agenda made by Bill; Erin seconded. All were in favor. Motion carried.

Motion to approve minutes from August meeting: Bill first; Erin, second. All were in favor. Motion carried.

Motion to approve August Financials: Tim first; Pam, second. All were in favor. Motion carried.

Treasurers’ report: The Treasurer, Patty, announced that the library received \$24,984 from Allegheny County. These funds were distributed from their CARES Act funding, in an effort to offset the loss in RAD funding during the 2020 fiscal year.

Library Director’s Report: A motion was made to accept the library director’s report as submitted. Tim first; Patty second. All were in favor. Motion carried. Highlights from the Director’s Report included: The library’s continued positive feedback from the community, and beyond, about the important role our programming has played in peoples’ lives throughout the pandemic. In addition, the staff has been working tirelessly to help ensure Love Your Library (LYL) is a successful month, despite the COVID restrictions. Due to the cancelation of FFYL this year, the library hosted its first ever virtual Book Ball.

Committee News and Reports:

Building and Grounds: The Chairperson, Bill, reported that HVAC #3 has been replaced. This is the unit above the Library Director’s office, extending into the Youth Services Department. The roof re-replacement is currently in negotiation with GW Roofing; we hope to start the repairs soon. The library also needs to repair the Catch Basins at the base of the driveway, as they continue to sink. Bill will get a bid from Tom Meyers to repair the basins. In an effort to be fiscally responsible, we are trying to prioritize which repairs should be done in 2020 and which can wait until 2021. Bill suggested that we have staff trained on AED Defibrillator. Parking lot repair and line painting will be discussed further in 2021.

Finance Committee: The Chairperson, Patty, presented the preliminary 2021 budget to the board so they may vote on the final budget at the October meeting.

Governance Committee: The Chairperson, Erin, created a proposed Board Member Job Expectation to use for recruiting new members. Board members, whose terms are ending in 2020, were asked let the Governance Committee know by October 1 if they plan to renew. The Governance Committee also

Approved by the Board of Trustees on October 19, 2020

recommended that the following changes be made to the library's By-Laws: 8.01 remove "elected by the Board of Trustees" and 8.04 be removed entirely.

Personnel Committee: *The Chairperson, Pam, reported that a number of policies and procedures would be edited and posted to Board BookIt so that board members can review them prior to the next meeting so that we may vote on the results. The committee is also working to prepare an evaluation document for the library director. The plan will be to evaluate in November so that we may discuss results in December.*

Motion to approve all Committee Reports *Tim first; Bill seconded. All were in favor. Motion carried.*

Old Business: *There was no old business to discuss.*

New Business: *Loretta Hennemuth's term will end effective September 21, 2020. Thanks Loretta for your passion for our library! We appreciate your hard work and diligence during your term of service! We discussed a letter received by Amy from WAFEL regarding the Fall Book Sale, it was determined that the staff and Board would work together to put on the sale. Bill made a motion to retitl the Western Allegheny Board member Expectation document presented by Governance Committee. The committee had named it Board Member Job Description. No other changes. Motion came out of committee, all in favor. Motion carried,*

Motion made to adjourn by Bill at 9:25pm.