

**Western Allegheny Community Library**

October 19, 2020

Meeting Minutes

**Virtual Attendance:** (This meeting is being held via ZOOM and in person due to COVID 19). In person attendees included: Terri Conosciuto, Amy McDonald, Patty Giura, Pam Perry, Tim O'Sullivan, Bill Stout and new Findlay Township trustee, MaryAnn Weisner. Via Zoom included: Barb Piskorik and Erin Carlisle.

Welcome to our new Findlay Board Member MaryAnn Weisner. Mary Ann was appointed at the October Findlay Township meeting and will serve on the board until December of 2022.

**Call to Order:** Board meeting was called to order at 7:33 pm by President Terri Conosciuto

**Motion to approve agenda:** Motion to amend the agenda made by Bill; Tim second. All were in favor. Motion carries.

**Motion to approve minutes from September meeting:** Patty first; Bill second. All were in favor. Motion carries

**Motion to approve September Financials:** Bill first; Tim, second. All were in favor. Motion carries.

**Treasurer's Report:** Treasurer Patty discussed our recent shortfalls in light of the pandemic and reductions in funding from various entities. In addition, we had to cancel our Fall For Your Library Fundraiser

**Library Director's Report:** Our library Director, Amy, reports again about all of the exciting things happening at our library. October 19th was a Library In-service Day. Most staff were in attendance and participated in the Mandated Reporter Training with the PA Family Support Alliance. Very important for our staff to have this knowledge. Amy is hoping to slowly reintroduce Youth Services programming, starting in January. Most programming is still virtual, but are beginning to offer more passive programs, in the library, such as a pumpkin decorating contest. Lots of discussion about outreach programming. In addition to the funding that will be lost due to the RAD formula change, they are projecting a 5% decrease next year. ACLA will offer a Succession Planning Workshop in November, presented by the same team that did the Compensation Planning Sessions. Our library will again participate in the workshops. Excellent knowledge! Motion to approve Bill first; Patty second. All were in favor. Motion carries.

**Committee News and Reports:**

**Building and Grounds:** Chairperson Bill reported that the roof will be finished this fall. Catch basins at the bottom of the driveway are not in process of being repaired yet, as we are still waiting for bids.

**Finance Committee** Chairperson Patty presented the budget as prepared by Marie, our Bookkeeper. All were in favor of the budget as presented. Motion carries

**Governance Committee:** The Governance Committee recommended that the following changes be made to our Bi-Laws: in section 8.01, remove "elected by the Board of Trustees" and in section 8.04,

*remove entirely as presented at our September meeting. No discussion on the change in bi-laws. All were in favor. Motion carries.*

*The 2021 WACL nomination slate as presented by Chairperson Erin— For Secretary-Pam; For Treasurer-Patty; For Vice President- Barb. We will have 2 board members run for position of President: Terri and Erin. An anonymous vote will take place in November.*

**Personnel Committee:** *The Personnel Committee has been reviewing and updating all Patron and Board Policies. The edited policies were previously shared with the board via BoardBookIt to review the proposed changes. Erin suggested we pull the Document Retention policy for review and present it again at another time. In addition, Board members made some small edits to the Circulation and Audit policies. Motion made from the committee to approve all other Patron and Board policies as amended and the Circulation and Audit polices, with the suggested edits. All were in favor. Motion carries.*

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

**Compensation Committee:** *The committee (Amy, Barb, and Pam) presented their proposed Compensation Plan. Amy shared the process and discussed the suggested compensation philosophy, organizational chart, and salary ranges. The board discussed ways to ensure that all employees are compensated as well as possible, within our current budgetary constraints. It will be the goal of this board to ensure that all salaries are brought up, to within the suggested salary ranges, as quickly and as responsibly as possible. The suggested salary ranges were created to be in alignment with other ACLA libraries and national non-profits of similar size.*

**Old Business:** *No old business to discuss*

**New Business** *Motion to approve Compensation Philosophy, Organizational Chart, Salary Range, and approve official review of compensation policy bi-yearly agreement.*

**Tim was excused at 9:20pm**

**Motion made to adjourn by Bill at 9:31pm**