

Western Allegheny Community Library  
Minutes: 2018 June Board Meeting  
Thursday, June 28, 2018

The meeting was called to order at 7:01pm.

Present: Tim O'Sullivan, Erin Carlisle, Patty Giura, Barb Piskorik, Bill Stout, Loretta Hennemuth, Ed Nalesnick, Amanda Kirby and Amy McDonald.

Excused: Pam Perry, Terri Conoscuito, and Marilyn Walters

**President's Message:** Tim thanked everyone for the patience and explained why the meeting was postponed until tonight. He expressed his pleasure with the Summer Learning Kick-off and noted how much fun everyone seemed to have. He reminded the Board that there will be no July meeting and suggested a fun, informal gathering instead.

**Treasurer's Report:** Patty said the reports looked unremarkable. We seem to be a few hundred dollars over but that is most likely due to the added expenses. Patty asked when the Keystone Grant begins to reimburse the library. Amanda explained the process as it has been told to her; reimbursement begins once spending reaches the 50% mark. Hopefully, we will be fully reimbursed by year end. Erin inquired about the need to update signers with Pustover Financial. It was determined that as Secretary, Terri should write a letter and complete a Board Resolution stating whom the names of the new signers.

**Approval of Consent Agenda:** Prior to approval, Bill asked about the number of patrons currently on the books and how that compared to the number of active users. It was explained that with the current processes in place, it's difficult to capture an accurate number of active users. Factors include families using one card to check out books as opposed to each user using their own card and then some patrons just utilize the programs, computers or copiers and that information isn't linked to individual cards, making it hard to track.

Bill moved and Erin seconded to approve the consent agenda. Motion carried.

**Strategic Plan Update:** Amanda and Amy provided updates on how the strategic process has been evolving. At the meeting that was held with Amy Fazio and one board representative from each township, it was discussed and agreed upon that it was time to begin adding detailed action steps and to do so, the format may need to move away from a graphic organizer style to more of a workable document. Since then Amy Fazio has been in weekly contact with Amanda and Amy to help identify what information needs to be included into the plan, as well as how to narrow down workable, attainable goals. Amanda and Amy, as well as the department heads, are now working on detailing action steps to reach each individual goal. Amy Fazio has also met with staff to answer questions and help add clarity to the process. So far, staff has been receptive and eager to participate in the process. According to Amanda, the work done so far has already begun to mainstream processes, increase efficiency and will increase accountability. The scope of the initial contract is nearly complete, however Amy Fazio has offered to continue working with WACL to see this process through to the end. She will be sending along an itemized proposal that includes facilitating a Board Planning Session, facilitating an additional Staff Session and working one on one with the fundraising, marketing and programing departments. Amanda and Amy look forward to continuing the work they've started with Amy Fazio.

**Library Director's Report:** Amanda gave us an update on the happenings of the library. Each month she will be working to develop policies for library staff. This month, she developed an Active Shooter Plan. That was passed around for Board Review.

Amanda also discussed the Hill Group Report that she had sent out via email. Patty agreed that it seems like the ultimate goal of this process is to consolidate the county libraries into one library system. The report outlines a couple pilot programs that will mainstream library accounting and collections services. Amanda is meeting with them on July 9<sup>th</sup> to discuss piloting the collections program. She doesn't feel as comfortable with the accounting program yet.

Amanda also reported that the ACLA Board is focusing on Diversity Inclusion and will be offering a number of training sessions on Unconscious Bias. She hopes to be able to send each staff member to a session.

**Fall For Your Library:** Amy shared the work they've been doing to secure sponsorship. So far, over 180 letters have been sent out. YTD she has 8 confirmed sponsorships totaling \$7650.00 with \$4000 of that being new or increased sponsorship. Included in that total, Sierra Experts has sponsored at the \$2500 level, in exchange for services; this will provide phone service through the middle of November 2019.

Celebrations continues to be very accommodating. They hope to arrange for the tents to be put up sometime in the next few weeks. They will notify Amy so that any interested parties can go see it and perhaps brainstorm lighting options. We are currently looking for a desert, if anyone knows someone that may be interested, please let the venue committee know. Celebrations has offered to sell tickets for us, they were given 25.

Amy passed out ten tickets to each Board Member. As in previous years, the hope is that each person will be able to sell at least ten tickets. Included in the ticket envelope is a sponsorship proposal if you have a vendor you use often or a friend/family member that owns a business and may be interested please reach out to them.

The next FULL FFYL Committee meeting is scheduled on Tuesday, July 10<sup>th</sup> at 12pm.

### **Committee Reports:**

1. **WAFEL** – During the first quarter of 2018, the books sold at the desk totaled \$600. The Fall Book Sale is scheduled for November 8, 9, and 10 with set up beginning 6pm on the 6<sup>th</sup> and all day on the 7<sup>th</sup>. WAFEL has agreed to make a donation during Love Your Library Month (September) that we can use as a triple match, the last week. They also have additional funds if we need tables, furniture, etc.
2. **Fundraising** – Amy reviewed the different campaigns we've been running this year. Dine to Donate has raised \$371.22 however, she is still waiting on two checks. The Spring Appeal has grossed \$5860.52 and checks continue to trickle in. \$2250 has been secured in Program Sponsorship. Amy and Laura K will be taking a look at some of the fundraisers and narrowing down which ones are beneficial to continue. They will also begin to work on a Love Your Library Appeal which will be printed in house.

Amy requested a volunteer to two from the Board that would be willing and able to volunteer all or part of the day on July 16<sup>th</sup> at the Golf Tournament.

3. **Building and Grounds/Keystone Grant** - Amanda gave us a brief update. The Keystone Roof Bid is out and there has been lots of interest. Bids officially open July 9<sup>th</sup> at 11am. North Fayette has said that they will select the lowest responsible bid, hopefully it will be selected by the end of the week.

Birds had gotten in to the library vents. Tim graciously sent over a couple of his guys to remove the nests and repair the vents so they can't get in again.

Staff has been doing a "Space Audit" and Amanda encourages Board participation as well. Please see her for details.

Pam has been in touch with Image 360 to repair the library sign at the foot of the hill, they should be coming out shortly.

4. **Financial** – Nothing to report
5. **Personnel** – The next meeting is scheduled for July 9<sup>th</sup> from 5:30pm to 6:30pm, all Board Members are welcome to attend. They will continue to look at overall budgeting, salaries, and success planning.

**New Business:** There was no new business however Bill, Barb and Loretta each shared stories of people they knew that had commented on how impressed they were with the library.

Board members were asked to stay shortly after the meeting to go into Executive Session.

Meeting Adjourned at 8:27pm