

MT LEBANON PUBLIC LIBRARY

BOARD MEETING OF TRUSTEES

APPROVED MINUTES, FEBRUARY 21, 2017

1. **Call to Order:** The meeting was called to order by Ms. Moshier at 7:02 PM.
Members present: Ms. Moshier, Ms. Swanson, Mr. Hall, Ms. Broeren
Members absent: Ms. Symdo, Ms. Lohr
Staff present: Ms. Vittek
Commission Liaison: Steve Silverman
Observers: Bill Lewis, Ian McMeans, Evan Jones, Mary Menk, Liz Evans
2. **Approval of Agenda:** Upon motion made by Ms. Swanson and seconded by Mr. Hall the agenda was approved unanimously.
3. **Comments from Observers:** Bill Lewis made the following comments on behalf of the *Friends of Library*.
 - The Friends and the municipality's Capital Improvement Plan together will upgrade the cameras and will improve the access controls. Both upgrades were Mt Lebanon Police Department recommendations.
 - Bill Lewis's also thanked the Library and staff for their help in involvement.
4. **Commission Liaison:** Mr. Silverman shared with the Board on the following:
 - Communication lines between all Boards is being promoted.
 - Briefly spoke of the CRB Community Relations Board.
 - Parks Advisory Board is considering a rain run off program.
5. **Approval of Minutes:** Upon motion made by Ms. Moshier and seconded the minutes from the January Board of Trustees meeting were approved unanimously.
6. **President's Report:** Ms. Moshier discussed the following with the Board:
 - The Board must appoint an annual Nominating Committee Chairperson.
 - The ACLA survey of government standards.
 - Completion of Ms. Vittek's review.
7. **Treasurer's Report:** Mr. Harold reviewed the Financial Report with the Board. Mr. Harold reported that the revenue streams are typical for this time of the year. He noted that the Expenses are showing a surplus, the Fund balance is up again stating that is typical for this time of year.
8. **Approval of Treasurer's Report:** Upon motion made by Ms. Swanson and seconded by Ms. Broeren the Treasurer's Report was approved unanimously.
9. **Director's Report:** Ms. Vittek discussed the following with the Board:
 - The Dashboard Report, which highlighted Statistics and Budget information. An updated date will be added to the report as it corresponds to the Audit 2/14/2017.

- Staff Complaint Procedure removes the Municipality from the procedure. Used as informative procedure and not as a policy.
- Ms. Vittek continues to work on her strategic long term plan.
- A traveling story cart is in the making using the Library's brand colors.
- A Novel Affair is being charged to an historical celebration.
- Marina Nielson is the highlighted staff member of the month.
- RAD request for a consultant to perform an audit on how libraries are run in the district. The RAD audit should be completed by mid-June. Ms. Vittek will be attending RAD meetings and will continue to update the board.

10. Old Business:

- The Annual Appeal is right on schedule as last year.
- Brews for a Chili night was a success. 254 tickets were sold. The event raised \$3684.86.

11. New Business:

- Garden Tour: Marina Nielsen created an Advertising packet for the Annual Garden Tour Book, which was distributed to the Board. The deadline for advertising is May 15th. Festivities at the Garden Party include Betsy's Ice Cream and jazz by the Boiler Makers. It was suggested that board member's pair together to each create a basket for the basket drawing, themes to be discussed.
- The Board received the first draft of a Letter of Commitment to be reviewed and compared to the Library By-laws.
- A request has been made to use the courtyard for a wedding. Ms. Vittek will review past requests and update the board.

12. Adjournment: A motion was made to adjourn the meeting and seconded. The motion was passed unanimously and the meeting was adjourned at 8:40 PM.

Secretary, Jane Ann Broeren