

MT LEBANON PUBLIC LIBRARY
BOARD OF TRUSTEES
APPROVED MINUTES, MARCH 21,2017

1. **Call to order:** The meeting was called to order by Ms. Mosheir at 7:03 PM.

Members present: Ms. Moshier, Ms. Swanson, Mr. Hall, Ms. Lohr, Ms. Broeren

Members absent: Ms. Smydo

Staff present: Ms. Vittek

Commission Liaison: Mr. Silverman

Observers: Mr. Lewis, Mr. Brumfield, Ms. Jaffee

2. **Approval of Agenda:** Upon motion made by Ms. Swanson and seconded by Mr. Hall the agenda was approved unanimously.
3. **Comments from Observers:** Mr. Brumfield discussed a code change to open communication lines between the library and the municipality. Employment Law is involved. All Human Resource services would be handled through the municipality. Research will continue. There are concerns with changing the code in hiring, discipline actions, employee complaints, and firing. Ms. Moshier asked that, "and * all HR related services", be added. Part 3 Chapter 1 of the Mt. Lebanon code would need to be changed. Mr. Brumfield stated that this could be voted on during their first meeting in May. Ms. Swanson will follow up with Phil Weiss and update the board.
4. **Commission Liaison:** Mr. Silverman shared with the board that in regards to the new Mt Lebanon Library Board Trustee Prospects, the commissioners will make a formal vote on March 27th.
5. **Approval of Minutes:** Upon motion made by Mr. Hall and seconded by Ms. Swanson the minutes from the February Board of Trustees meeting were approved unanimously.
6. **President's Report:** Ms. Moshier discussed the Annual Budget with the board. Mr. Hall requested that a footer be added to page 7, under Operations Revenue to read, "from restricted funds."
Upon motion made by Ms. Swanson to approve the Annual Budget and seconded by Ms. Lohr, the budget was approved unanimously.
Ms. Moshier also updated the board on Library Board Training, which she will attend. ALCA updates were also shared.
Upon motion made by Mr. Hall and seconded by Ms. Broeren the new positions of Ms. Swanson acting as interim Secretary and Ms. Lohr acting as interim Vice President and Treasurer, was approved unanimously.

7. **Treasurer's Report:** Mr. Hall compared the payroll expense report to the pie chart graph. He noted that in February's income statement, payroll was trailing by \$20,000. Ms. Vittek reported that this was due to an employee leaving. Mr. Hall also stated that revenue is trending as expected. It was also stated that Sharon Bruni will have enough in the item of Adult Collection to buy books throughout the year.
8. **Approval of Treasure's Report:** Upon motion made by Ms. Swanson and seconded by Ms. Lohr the Treasurer's Report was approved unanimously.
9. **Director's Report:** Ms. Vittek discussed her Director's/ Annual Report with the board. Ms. Vittek shared "What Patron's Say" in the Annual Report. Ms. Vittek was encouraged by Sue Banks, of the Carnegie Library of Pittsburgh to apply for Leadership Pittsburgh. The possible elimination of the IMLS in the President's Budget proposal was discussed. LSTA grants are vital funding, very important that they are not eliminated. Ms. Vittek encouraged the board to contact Bob Casey or Pat Toomey to help save federal funding. Ms. Vittek will update the board on the ACLA/RAD as to which proposal will be accepted and/ or any provisions. This month's Staff Member Spotlight is Beth Schneider.
10. **Old Business:** The " Board Letter of Commitment" was reviewed, discussed and clarified. Upon motion was made by Ms. Lohr and seconded by Mr. Hall the Board Letter of Commitment, with its amendments, was approved unanimously. Garden Tour posters must be displayed by June 10th. Garden Party basket and donors from 2016 will be emailed to board members. The Garden Party will be a 30's theme with Boiler Maker Jazz as the entertainment and a variety of desserts. The party is from 7-9 PM.
11. **New Business:** The board briefly discussed its position while the municipality elects new board members.
12. **Adjournment:** A motion was made to adjourn the meeting and seconded. The motion was passed unanimously and the meeting adjourned at 8:50 PM.

Acting Secretary, June F. Swanson