

BOARD OF TRUSTEES
APPROVED MINUTES, TUESDAY, FEBRUARY 19, 2019

Call to order: meeting called to order at 7:01 p.m. by Hillary Lohr

Members Present: Ms. Lohr, Ms. Taylor, Mr. Pope, Ms. Reynolds, Ms. Flynn

Staff: Ms. Vittek

Visitors: Mr. McKibben, President of Friends of Mt Lebanon Library

Absent: Ms. Conover, Mr. Jones, and Ms. Fraasch

Approval of consent agenda items: Upon a motion to approve agenda by Mr. Pope and seconded by Ms. Reynolds, the agenda was approved unanimously.

Comments from Observers:

David McKibben: The Friends Board approved Robyn's wish list in the total of \$86,000. This includes a new sound system in room A and B. The next speaker event is on February 29th. Friends are going to stage the tenth anniversary pop up sale on March 16th. The 990 and BOC10 has been prepared and will be filed by the deadline of March 15th.

Comments from Commission Liaison to Library Board (Kelly Fraasch): Absent

President's Report (Hillary Lohr): We are submitted board priorities to the Commission for review during their retreat on Saturday, March 9th. The three priorities are the completion of the salary study, space Issues, and review of the Library Board Policies and Procedures.

Treasurer's Report (Marcia Taylor): The adult collection for January was over budget, did this have to do with timing? Ms. Vittek concurred that many subscriptions came due in the month of January. Ms. Taylor observed that all statistics are up.

- Upon a motion to approve the Treasurer's Report by Ms. Reynolds and seconded by Ms. Lohr, the report was approved unanimously.

Director's Report (Robyn Vittek): There is a lot going on at the Library. The audit was completed and came back completely clean. The usual item was highlighted, the separation of duties when it comes to handling money. The current process is as separate as it can be. This is mentioned every year. Marina and Robyn are working on a Keystone Grant to cover half of the cost of the HVAC system. The furniture and carpeting need to be replaced as well. Continue to refine the staff evaluation process. Working on the annual report. The trolley is very popular with kids. Thanks to new software, there is a more accurate account of daily visitors. A thousand visitors visit the library a day.

Committee Reports:

- Nothing to Report

Old Business:

- Brews for a Chili Night VIII follow-up - Sold out. Expenses \$1,370. Sales \$9,760. Profit \$8,391. Does not include cost for staff, \$3,000.
- Garden Tour - Seven confirmed gardens. Hoping for eight to nine. Ad solicitations have gone out. Two confirmed ads.

New Business:

- Nominations for Officers - have governance committee and look over procedures to vote on the slate of officers. Slate before March meeting. Vote in April.

Advocacy moment:

- Ms. Lohr spoke to Commissioner Steve Silverman about space issues as the Library continues to attract more and more people.

Adjournment:

- Upon a motion to adjourn by Ms. Taylor and seconded by Ms. Reynolds, the meeting was adjourned at 7:35 p.m.


Corey S. Flynn, Secretary