

Moon Township Library
Board Meeting Minutes
March 26, 2021

President Pam Dilanni called the meeting to order at 6:03 pm.

Present:

Pam Dilanni, Ted Dengel, Eric Fogle, Sydney Diehl, Mary Ann Rafoth, Kathleen Madonna Emmerling, Director Heather Pannella

Note: The Board interviewed community member K. Patel for a board position prior to the meeting. There was no other public comment.

1. Approval of minutes

Eric Fogle motioned to approve minutes and Kathleen Madonna Emmerling seconded the motion. Minutes were approved unanimously.

2. President's report

President Pam Dilanni announced that Elissa Lucente has resigned from the Board due to a change in employment that involves significant travel. Elissa wishes to remain on committees. The board accepted her resignation and will begin to interview potential new board members. The board needs to nominate a new secretary. Mary Ann Rafoth volunteered to take minutes for the current meeting. President Dilanni noted that we also need to update the strategic plan and will re-constitute the committee in New Business and that we should also get on the June or July Board of Supervisors' meeting agenda to provide them with an update.

3. Treasurer's report

Treasurer Ted Dengel noted that our cash reserve is now at \$800,000 (up from \$550,000 over the last three years). Year to date budget shows us up \$27,000 with a revenue of \$92,000. We have not received our first quarter payment from the Township and just received our challenge grant money for 2020. We will be sending regular invoices from ACLA and following up 30 days later. We are also doing well on the expense side. All is trending with expectations.

Motion to approve: Kathleen Second Sydney – unanimous approval

4. Director's Report

Happy to be reopened. More people coming into the library. MTMA installed new doors in the back of the library. They are easier to use and have better locks. Wall will also be repainted by the fireplace. Received some small donations from charitable organizations. Pittsburgh Foundation now has direct deposit with our account. Megan and Heather completed diversity and anti-racism training in public libraries through ACLA. Friends gave \$300 to purchase bilingual materials for the library. Library applied for a \$1000 grant from Eaton Corporation. Library is hoping to do a mini kick off for summer reading outside in June. In person programming inside the library is not planned but some outside programs may occur. The library has monitored activities at other libraries so that service provision is consistent across libraries. Only two staff members are fully vaccinated. We should also receive \$800 to \$1000 back from the second round of the CARES Act.

Motion to approve: Mary Ann Rafoth, seconded by Eric Fogle – unanimous approval

5. Committee Reports

- Personnel – We need to complete Heather's Director's Evaluation for 2020. Mary Ann will email her the form so she can complete the self-assessment. After she completes it along with a list of goals for 2021, the Personnel Committee will meet and complete their assessment. We will then provide feedback to Heather.
- Finance – Ted had nothing to report.
- Fundraising – Basket raffle for week after Easter. Board members should make a \$40 donation or donate a basket by March 31. Library will sponsor a small outside bag of books sale. Five Below fundraiser going on.

Coffee partner for library – come to events and provide some profits to the library. Moon Industrial Authority has indicated that they may not be able to support the library in the future unless the request is more specific.

- Building Improvement – The committee met and divided tasks (1) email to West Allegheny about how they funded their own building (2) potential grant opportunities and significant donors in the community (3) review existing buildings in the area (4) become more active in ACLA committees to help network and share ideas. Kathleen and Heather are reaching out to consultants/realtors about what to look for in a library building.
- Bylaws – Sydney had nothing to report.
- Community Engagement – Committee met and talked about (1) each member reaching out to one other person to serve on a committee (2) reach out to Friends to reestablish relationship and (3) maintain and build supervisor relationships and invite them to our meetings (4) Google Forum to accept volunteers more easily. Fundraising and Community Engagement are the two committees that we would like to invite community members' participation. Heather has been attending Friends' meetings and providing regular updates.
- Strategic Planning – Pam, as chair, asked for committee members. Ted and Mary Ann volunteered. Library Director will also be a member.

New Business

- (1) Floor was open to nominations for Board Secretary. Eric Fogle nominated Mary Ann Rafter as secretary and offered to serve as back-up secretary for any meeting in which she was absent. Mary Ann Rafter accepted with this understanding.

Motion to approve – Sydney Diehl, seconded Kathleen Madonna Emmerling – unanimously approved.

- (2) Board determined minutes and other documents that the board is working on along with committee business should be kept in Google Drive board account so that all may access them. Kathleen Madonna Emmerling is the administrator. Official minutes are archived by the Library Director.
- (3) Resumption of book donations will probably start up in May. Library will announce donation days.
- (4) Another candidate for the open board position has submitted a resume. Eric Fogle will reach out to the candidate and plan an information session/interview. The time will be emailed to all who can participate by Eric.
- (5) Next board meeting was scheduled for April 28th at 6:00 pm.

Old Business

No Old Business.

Executive Session

Executive session requested by President – Motion to approve - Sydney Diehl, seconded Kathleen Madonna-Emmerling. Approved unanimously.

Motion to end – Ted Dengel seconded Sydney Diehl

Adjournment

Motion to approve – Ted Dengel, seconded by Erik Fogle – unanimously approved. Meeting ended at 7:28.

Respectfully submitted,

Mary Ann Rafter

Acting Secretary