

**MOON TOWNSHIP LIBRARY BOARD MEETING MINUTES  
3.22.23**

President Call to order at 6:00 PM

Present: Mary Jo Wise, Amy Gabbard, Kathleen Emmerling, Pam Dilanni (virtual), Sam McCrimmon (virtual), Barb Nolfi, Sydney Diehl, Heather Panella

**Approval of Minutes**

Barb submitted a correction to the February Minutes noting that minutes should read “Building Committee met...” and “Outreach Committee met on Feb.17<sup>th</sup>”

*Motion to approve amended February 22, 2023 minutes by Amy Gabbard, second by Mary Jo Wise*

**I. Community Comments:**

- Friends President Patty Zusinas attended to promote upcoming author luncheon in May featuring Eliza Knight & Deborah Goodrich Joyce
- Event will be held at Moon Twp Building
- Both authors write under historical thriller genre
- Patty also noted a possible summer or fall event in Sewickley focusing on a historical house/mansion

**II. Presidents Report:**

- Kathleen Emmerling, Amy Gabbard, Barb Nolfi, Heather Panella, & Supervisor James Vitale met to discuss future plans for MTPL post the 10-year MTMA lease agreement
  - Agreed that most popular & feasible option is to renovate current space & look toward application of the Keystone Grant to offset costs
  - Possibility of adding an atrium structure to connect the current library with downstairs space and create additional room for collections, programs, and meetings
  - Moon Twp may be able to provide some funding for architectural studies and renovation of downstairs
  - Monthly meetings with the Twp moving forward
    - Next meeting scheduled for April 13 at 6 PM & will include Dawn Lane & Twp engineer
    - All MTPL board members welcome
- Reached out to be added to the agenda for general Board of Supervisors updates
- Keystone Grant FAQ
  - Heather created a guide with info to address Keystone Grant questions
  - Grant is joint effort between the Library & the Township
    - Library is the beneficiary but needs to be submitted by the library and the contributing township. Municipality needs to guarantee support.
    - MTMA is supportive & willing to draw the 50 year lease for that Keystone qualification



### III. Treasurer's Report:

- Moon Library has a cash balance of \$994K in the bank.
- **The YTD Surplus is \$108K, which is \$87K more than budget and \$63K more than last year.**
- **Revenue is \$181K, which is \$63K more than budget and \$74K more than last year.**
- **Direct Contributions are \$10K and \$5K more than budget.**
  - **Government Grants are \$167K and \$63K less than budget because of the RAD additional funding.**
  - **Earned Revenue is \$3K and at budget.**
- Expenses are \$73K, which is \$18K less than budget.
  - Personnel costs are \$41K and \$15K less than budget
  - Operations are \$15K.
  - Program Expense and Collections are \$17K.
  - Collections are 21% of expenses with a goal of 12% at year end.
- \$31K of Government funds need to be spent.
- The audit was approved and finalized.
  - We closed out 2022 with orderly financials
  - Kathleen consulted with Sydney prior to signing off on the audit

*Motion to approve the Treasurer's report by Barb Nolfi, second by Amy Gabbard*

### IV. Director's Report

- *Programming*
  - Reported out the success of the Battle of the Books events in February.
  - WQED sent engineers to work and compete in design challenges in STEM grades 3-5 WQED filmed promotional material
  - Working with Parks & Rec in April for a book club and Laughlin Center to send with reading and dyslexia experts.
    - Also helps parents navigate the IEP/504 planning process.
  - VITA came in Feb & Mar and will continue thru April to help with tax preparation for seniors and low income
- *Collection Development*
  - MTPL is receiving 400 free picture books from United Way.
    - Used for collections and also raffle baskets and giveaways.
  - Want to add to the large print books and applied for a grant that will help to add to that large print collection.
    - This is dedicated for the older community members.
    - Will allow us to reach out to Apple Blossom and Tapestry in the community.
    - Tapestry brings a shuttle over several times a week and will also include West Hills rehab throughout the year to push into that building for services.
  - Magazines have a high circulation again and will continue to purchase. Also needs to be included for state funding.
- *General Operations*
  - Audit and Annual Report for completed and posted to the appropriate entities.
  - \$4,000 grant from the Pittsburgh Foundation. Money will be dedicated to the teen/children displays and Parkway West CTC is collaborating on designing/

- *Fundraising*
  - Transforming communities grant 5-6 K and the Eaton fund grant approximately 5K. This process has been started.
  - Summer reading will have a one day kick-off event combined with a book sale in early summer (6/3/23)
  - Speaking with the funeral homes about gifting. Can be a book purchased in honor of or a monetary donation and a letter is sent to the family on how it was used.
  - Keystone Grant Q&A if needed. Need a firm plan in place but should be achievable.

**V. Personnel:**

- **Pam Dilanni & Heather Panella discussed the Personnel Handbook**
  - ACLA offers a shared service at no-cost to consult with HR expert Sherry Reynolds
  - Heather passed Pam's info & the handbook onto Sherry for consultation
  - Committee meeting will occur after suggestions from Sherry to enact changes

**VI. Bylaws:** No report

**VII. Finance:** No report

**VIII. Fundraising: Fundraising committee meeting minutes-March 22, 2023**

Date agreed upon-Purse Bash-Saturday, November 4, 2023

- Hopewell Fire Hall-most likely the place, reaching out to visit either this week or next.

Allowing us to come in the night before to decorate. \$250 deposit (Heather will give us the check for the deposit) \$100 rental with 2 hour minimum. \$20/hour to set up and tear down

- Forest Grove Fire Hall-tried calling/no answer
- St. Philip's-No alcohol allowed
- Impact Christian Church-No alcohol allowed
- Carpenter's Union-They do not rent room space
- Elk's Club-Left message multiple times, no return call
- Robert Morris Event Center-They already have 4 events scheduled on 11/4
- Pittsburgh Technical College-Mary Jo gave me lead (contact is Bonnie), will call this week

**IX. Community Outreach:** No Report

**X. Building Improvements:** No Report

**XI. Old Business:** None

**XII. New Business**

- Kathleen asked about CE opportunities for library staff
  - Heather explained the training opportunities available through the training in the County and State.
    - Professional librarians (MLIS) need 6-8 continuing education credits/year but they typically over exceed.



- Directors need 8-10 continuing education credits/year.
- Other support staff also have various opportunities throughout the year that have to be met.
- Heather gives these opportunities to her staff and they are held accountable by reporting to the state & ACLA
- Barb Nolfi asked for an explanation on why committee reports need to be submitted to Kathleen and/or Google Drive
  - Kathleen explained this is optional
  - Helps with continuity between board members and years
  - Allows for background info to help new boards move forward quickly
- Next meeting date is April 26<sup>th</sup> at 6 PM

*Motion to adjourn by Barb Nolfi, second by Amy Gabbard*

- Adjourned at 6:57 PM

