

Moon Township Public Library February Trustee Board Meeting Minutes

February 18, 2026

Location: Robin Hill Carriage House, Moon Township, Pa.

Trustees present:

Mary Jo Wise: Interim President

Rochelle Stachel: Interim Treasurer

Michele DeWitt: Interim Treasurer

Barbara Nolfi: Interim Secretary

Deanne Heller: Board Member

Quorum achieved

Meeting called to order by Interim President Mary Jo Wise: 6:04pm

Interim President: Mary Jo Wise called a motion to approve January 21, 2026 Trustee Board minutes as amended:

Motion: Michele DeWitt

Second: Rochelle Stachel

Unanimous voice vote

Public comment:

- Discussion concerning “Robert’s Rules of Order” and “The Sunshine Law”
- Boards are permitted to call an executive session between Trustees if discussing personnel, legal, or real estate issues.
 - It was determined an executive session was warranted in the January Trustee meeting because of personnel discussions that due to privacy issues, could not be discussed publicly.

- It was mentioned that it would be most beneficial if all Trustees obtained a current library card, attend programs, hosted by both the library and “Friends”, to get familiar with procedures, the patrons, and the library services provided.
- “Friends of the library” President Patty Zusinas reported:
 - Mrs. Zusinas again stated that the “Friends” are available to help in any way they can with the upcoming preparations and development for the Library’s new Strategic Plan- such as assisting with research, and participating in discussions that are soon to be scheduled in the near future.
 - February Mad Mex” fundraiser very successful (35 participants)
 - Future Fundraiser and activities
 - Planned:
 - “Mad Hatter High Tea” planned: April 26, 2026
 - Plans are in the works with assistance from Director Panella for the “Summer Reading Celebration”
 - Purchasing books for MASD “Kindergarten Roundup” registration for over 350 children.
 - The books are filled with library information and library card registration forms.

Interim President’s Report: NONE

- Interim Treasurer: Rochelle Stachel
- Interim Treasurer: Michele DeWitt

Treasurer’s report: no formal report but Treasurers shared the following information:

- Rochelle Stachel and Michele DeWitt met with prior Trustee Board Treasurer to review financial procedures, financial policies, and ask questions about the responsibilities of the Treasurer of the Trustee Board
- Trustees will review and discuss the audit, if needed, and Director Heather Panella has stated she will be available for any questions.

Library Director’s Report: [February 2026](#)

Committee reports:

- Finance: none

- Fundraising: none
- Bylaws: no formal report, however, discussion concerning updating, improving bylaws.
- Personnel: none
- Building and facilities: none

Old business:

- Discussion concerning appointment of Trustees; clarification needed concerning procedures between Supervisors and Trustees
 - Discussion about interim officers; The Board is working hard to rectify nominating, voting for permanent officers
 - Obstacles to electing officers prior was resignation of officers in Jan. (Trustee Board was presented resignations by two key officers on date of January 21, 2026 at Board meeting) thus, Board was down two key positions and unable to nominate new officers:
 - Mary Jo called for a motion to table nominees for Trustee Board positions until the two vacant Board positions are appointed by the Moon Township Board of Supervisors:
 - Motion: Barbara Nolfi
 - Second: Richelle Stachel
 - Motion passed with Deanne Heller abstaining.
 - Mary Jo called for a motion to table appointments to the Board's working committees until the two vacant Board positions are appointed by the Moon Township Board of Supervisors:
 - Motion: Rochelle Stachel
 - Second: Michele DeWitt
 - Motion passed with Deanne Heller abstaining.

New Business:

- Mary Jo contacted an individual to review and revise the current bylaws and then contact an attorney for verification. Expenses could possibly reach \$5,000.

- Deanne Heller stated she would contact the Allegheny County Library Association (ACLA) for guidance.
- There is a possibility that the guidance and advice from ACLA could be at minimal cost or free.

Next scheduled meeting: Robin Hill Carriage House, Wednesday, March 18, 2026, 6:00pm

Motion to adjourn meeting:

- Motion: Barbara Nolfi
- Second: Rochelle Stachel

Meeting adjourned: 7:27pm

Respectfully submitted:

Barbara Nolfi, Interim Secretary