



**Moon Township Public Library Board of Trustees meeting**

**March 18, 2026**

Robin Hill Carriage House

**Trustees Present:**

- Mary Jo Wise- Interim President
- Rochelle Stachel-Interim Vice President
- Luanne Vitale- Interim Treasurer
- Barbara Nolfi- Interim Secretary
- Deanne Heller- Board of Trustees member
- Patricia Zusinas- Board of Trustees Member
- Absent: Michele DeWitt- Interim Assistant Treasurer

Quorum achieved.

Also Present: Heather Panella- Director, Moon Township Public Library

Dawn Lane – Manager, Township of Moon

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**Meeting called to order: 6:00pm**

- Approval of February Board minutes as corrected:
  - Motion: Luanne Vitale
  - Second: Rochelle Stachel

Passed- Unanimous voice vote

**Public Comment:**

- Kathy Woodruff of Moon Township quoted the high statistics from the 2025 Gratitude Report Summary prepared by Director Panella on resident's usage of library services. The numbers highlight the importance of providing said services to the community and that library services are being highly utilized.
  - It was also stated by Director Panella that whenever reading material and various other materials are checked out of the library by patrons, that

information is confidential and protected by law; no one can see what materials a patron utilizes.

- Joe Kranyak of Moon Township had many questions and concerns about the bylaws, compliance, and governance. Robert's Rules was also discussed.
  - A discussion between Mr. Kranyak and Trustees followed.
  - Reasons were discussed on why things were done and the Trustees are working diligently to modify, improve the bylaws, and being mindful of compliance and governance.

### **President's Report:**

Mary Jo Wise gave a warm welcome to our newest Board members, Luanne Vitale and Patricia Zusinas. In addition, she commented that the Board is looking forward to working with them going into the future.

### **Treasurer's Report: [REPORT LINKED HERE](#)**

- In lieu of a formal Treasurer's Report, Director Panella provided an overview.
  - According to our recent audit, we are going into 2026 stable and financially strong.
  - No deficits nor shortfalls in resources noted in audit.
  - We continue to have a stable, current asset value of \$1.1 million.

### **Director Panella's Report: [FULL REPORT LINKED HERE](#)**

- Overview/Highlights
  - Our visitor traffic is up, both in our adult Dept. as well as our new Children's Dept., which just celebrated one year opening anniversary.
  - Comments are still being voiced to the staff about the positive aspects of a designated Children's Dept. and designated adult space.
  - Book check out is still very strong among our adult population.

### **Old Business:**

- Board Leadership- Officer nominations and Elections
  - Nominations for Trustee Board President
    - Rochelle Stachel nominated by Barb Nolfi
    - Mary Jo Wise nominated by Deanne Heller
      - Nominations for Board President closed
      - Mary Jo Wise declined her nomination after Patricia Zusinas raised a question of conflict of interest. Mary Jo requested that it be put on record that it is not a conflict.

- Motion to approve Rochelle Stachel-Barbara Nolfi
  - Second- Luanne Vitale
    - On roll call, Rochelle Stachel received 4 yes votes (Nolfi, Stachel, Vitale, Wise, 2 nos (Zusinas and Heller).
    - Rochelle Stachel appointed new Moon Library Board of Trustees President
- Nominations for Moon Library Board of Trustees Vice President
  - Michele DeWitt nominated by Barb Nolfi, 2<sup>nd</sup> by Rochelle Stachel
  - Mary Jo Wise nominated by Luanne Vitale
    - Nominations for Board Vice President closed
    - Motion to close nominations- Luanne Vitale, 2<sup>nd</sup>- Deanne Heller
    - Motion to approve Michele DeWitt-Barbara Nolfi, 2<sup>nd</sup> - Rochelle Stachel
      - On roll call, Michele DeWitt received 5 yes votes (Nolfi, Stachel, Zusinas, Vitale, Heller) , 1 no (Wise).
      - Michele DeWitt appointed new Moon Library Board of Trustees Vice President
- Nominations for Moon Township Board of Trustees Treasurer
  - Luanne Vitale nominated by Barb Nolfi, 2<sup>nd</sup> by Patricia Zusinas
    - Nominations for Treasurer closed
    - Motion to approve Luanne Vitale-Barbara Nolfi
      - On roll call, Luanne Vitale received 5yes votes (Nolfi, Stachel, Zusinas, Vitale, Heller) , 1 no (Wise)
      - Luanne Vitale is the new Moon Library Board of Trustees Treasurer
      - Luanne noted that she has to confirm with her employer if she is able to serve in this role.
- Nominations for Board Secretary
  - Mary Jo Wise nominated by Rochelle, 2<sup>nd</sup> by Luanne
  - Deanne Heller nominated by Patricia Zusinas
    - Nominations for Board Secretary closed
    - Motion to approve Mary Jo Wise-Barbara Nolfi, 2<sup>nd</sup>- Patricia Zusinas
      - On roll call, Mary Jo Wise received unanimous votes
      - Mary Jo Wise appointed new Moon Library Board of Trustees Secretary

- Nominations for new Asst. Board Treasurer:
  - Patricia Zusinas nominated by Luanne Vitale, 2<sup>nd</sup> by Rochelle Stachel
    - Nominations Asst. Board Treasurer closed
    - Motion to approve Rochelle Stachel-Barb Nolfi, 2<sup>nd</sup> - Luanne Vitale
      - On roll call, unanimous voice vote
      - Patricia Zusinas appointed new Moon Library Board of Trustees Asst. Treasurer
- Board Committee Structure-Confirmation of Committees and election of Committee Chairs
  - Motion to continue with the existing committees and be sure to add them into the bylaws with description by Patricia Zusinas, 2<sup>nd</sup> by Deanne Heller
    - Unanimous voice vote, motion passes.
  - Motion to add Governance Committee by Deanne Heller, Patricia Zusinas 2<sup>nd</sup>
    - Discussion occurred about responsibility of Governance Committee that may include creating, reviewing and maintaining our governance documents, policy, bylaws, etc. In addition, committee would ensure board is in compliance with said documents, board self-evaluation, governance best practices, and board training and orientation materials.
    - Further discussion occurred regarding possible redundancies with bylaws committee.
    - Luanne Vitale amended motion to include governance in the Bylaws Committee, to create a Bylaws and Governance Committee.
      - Motion passed with unanimous voice vote.
  - Finance Committee
    - *Chair: Luanne Vitale nominated by Barb Nolfi, 2<sup>nd</sup> by Mary Jo Wise. Unanimous roll call vote of yes.*
    - *Members: Patricia Zusinas, , Rochelle Stachel*
    - *Bylaws and Governance Committee Chair: Deanne Heller nominated by Barb Nolfi, 2<sup>nd</sup> by Rochelle Stachel. Unanimous roll call vote of yes.*
    - *Members: Patricia Zusinas,*
  - Fundraising Committee
    - Chair: Deanne Heller nominated by Rochelle Stachel, 2<sup>nd</sup> by Luanne Vitale. Unanimous roll call vote of yes.

- Patricia Zusinas requested that fundraising Committee is a Committee of the Whole with all Trustees expected to participate. All agreed.
- Members: Patricia Zusinas
- Personnel Committee
  - *Chair: Mary Jo Wise nominated by Luanne Vitale, 2<sup>nd</sup> Rochelle Stachel. Unanimous roll call vote of yes.*
  - *Members: Barbara Nolfi, Luanne Vitale, Deanne Heller*
  - *Building and Outreach Committee Chair: Barbara Nolfi nominated by Luanne Vitale, 2<sup>nd</sup> Rochelle Stachel. Unanimous roll call vote of yes.*
  - *Members: Mary Jo Wise, Deanne Heller*

#### Strategic Plan Committee

- Rochelle Stachel nominated by Luanne Vitale, 2<sup>nd</sup> by Mary Jo Wise
  - Michele DeWitt nominated by Deanne Heller
  - Chair: Rochelle Stachel with 4 yes (Nolfi, Stachel, Vitale, Wise), 2 no (Zusinas, Heller)
  - Members: Patricia Zusinas, Deanne Heller reiterated interested
  - Patricia Zusinas suggested all members participate on this committee. All agreed it is a Committee of the Whole.
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- Board Committee Member Selection
    - Motion for Trustees to volunteer for committees by Deanne Heller, 2<sup>nd</sup> by Rochelle.
      - Unanimous voice vote. Motion passes and members volunteered for committees (See above).
    - **New Business:** Motion to approve a new position- Board Liaison to facilitate communication between the Board of Trustees and the volunteer group “Friends of the Library”
      - Motion: Deanne Heller, 2<sup>nd</sup>- Barbara Nolfi
      - Passed, unanimous voice vote

**-NOTE: Will discuss with Michele DeWitt if she would accept position of MTPL Board of Trustees VP**

- Deanne Heller discussed contacting ACLA to discuss the roles and responsibilities of Trustees of a nonprofit community library
- Discussion concerning selecting a new location for Trustees monthly meetings and dates.
  - It was agreed upon that the new location would be the Moon Township Municipal Building on the second Tuesday of the month, 6:00 pm.
  - Rochelle Stachel announced that the first Strategic Planning Committee meeting will be held on April 7, 2026, 6:00pm, Moon Township Municipal Building
    - Mrs. Stachel also provided hard copies of the Strategic Plan to members of the audience requesting one.

Motion to adjourn, Barbara Nolfi; 2<sup>nd</sup> Mary Jo Wise

**Meeting adjourned 7:48pm**

Respectfully submitted:

Barbara Nolfi

Interim Secretary