

**MINUTES OF THE BETHEL PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 4, 2009**

The regular meeting of the Bethel Park Public Library Board of Trustees was held on June 4, 2009. President Beverly McKee called the meeting to order at 4:30 P.M. The following seven (8) members of the Board were in attendance: President Beverly McKee, John Andrejko, Paul Atencio, Carri Czyzewski, Georgiana Knaus, Carol Robinson, Dick Rose, and Dave Wohleber. Also in attendance was Library Director Christine McIntosh.

APPROVAL OF MINUTES

Motion to approve the minutes was made by Dick Rose, seconded by John Andrejko. Motion carried.

PRESIDENT'S REPORT:

President McKee reported that the meeting she and Christine had with Ann Smith, to present a recognition of service keepsake. She also challenged the Board to look into the loss of the Power Library on AccessPa databases. We are the third largest user of Power Library after the Carnegie.

TREASURER'S REPORT:

Treasurer Dave Wohleber reported that at 33% of elapsed time on the budget, (January thru April) expenses and salaries are on target at 32.6% and credits this to Christine's management.

The Finance Committee met with MaherDuessel and reviewed the Audit including the Financial Statements (Cash Basis) for years ended December 31, 2008 and 2007 for the Public Library Association of Bethel Park. No material weaknesses in internal control were found.

DIRECTOR'S REPORT:

In addition to her reports, Christine noted that the effective June 30, the Mobile Knowledge Connection which served Public Housing is going out of business. Two permanent sites will remain in operation.

The summer program began on June 1st. The theme is "Be Creative" including various arts and crafts.

GIFTS:

Donors:	In Memory/Gifts:	
Amount:		
Ruthfred Acres Woman's Club	Barbara Anderson	\$ 30.00
Shirley Dempster	Mary Florence Laur	20.00
John and Georgia Franciscus &Family	Mary Florence Laur	75.00
John and Beverly McKee	Donation	1,000.00
John McMilan Church &Nursery School	Donation	<u>100.00</u>
	Total:	1,225.00

MUNICIPAL REPORT:

None

OLD BUSINESS:

The Finance Committee discussed all the iterations of the RAD formula and recommended the best way to proceed with the vote on June 23, 2009.

A motion was made by Dave Wohleber, Chairman of the Finance Committee that the Bethel Park Public Library will motion that the vote be tabled. If another library is the first to forward this vote, the BPPL will second the motion. The further recommendation is that the BPPL abstain on any progressive votes and that the final vote of the BPPL will be NO, no matter which formula rises to the top. John Andrejko seconded the motion. Motion carried.

A final review of the Borrowers Regulations, Circulation Regulations and Loan Periods and Conflict of Interest Policies resulted in a motion to accept.

A motion was made by Dick Rose to accept the revised versions of the Service Policies of the Bethel Park Public Library, seconded by John Andrejko. Motion carried.

President McKee passed around a committee sign-up form for Board members. She asked that each Committee meet by next board meeting. A copy of the Board Committee Charges 2009 will be included in the June minutes.

Board Committee Charges 2009

Nominating

- Recruit, nominate, orient, and train new board members
- Formulate a board leadership development program, a board education program and a program to conduct a board assessment at least bi-annually
- Propose a slate of officers in December for election at the annual meeting in January
- Propose new board members for appointment vote as needed

Finance

- Review and recommend approval of the annual budget to the Board
- Meet with the library's external auditors at least annually to approve the audited financial statements
- Review and revise as necessary the library's internal accounting controls
- Ensure adequate insurance protection
- Oversee employee benefit plans
- Board Treasurer chairs committee

Advocacy

- Define public awareness and legislative action goals annually
- Develop materials for advocates at the local and state level

- Keep local and state elected officials aware of the library and its programs
- Integrate advocacy efforts in the overall planning, priorities and policies of the library
- Cultivate future leadership in order to sustain and enhance the advocacy efforts

Fundraising

- Engage in fundraising activities that support the mission and programs of the library
- Identify and cultivate potential donors
- Develop a database of prospective and current donors
- Solicit donations from appropriate funding sources e.g. private, corporate, foundations, grants, and endowments
- Develop an annual giving campaign
- Plan and implement fundraising events

Strategic Planning

- Engage the community and key stakeholders in a thoughtful discussion of where the library is, where it should go, and how it should get there
- Craft a coherent, forward-looking, and realistic plan

Carri Czyzewski, Chairman of the Advocacy Committee, along with Beverly and Christine, met with Senator John Pippy, a friend of libraries. She will meet with him again in August to discuss state grants.

Because of the extremely low rates on the Money Market funds, the Treasurer will have a recommendation on whether to move money by the next board meeting.

The Fundraising Committee met on June 4, 2009. The goals of the Fundraising Committee are:

- Replacement of RAD money
- Funding for Capital Expenditures such as enclosure for the fireplace room, a space for teens and outdoor signs.

For large expenditure ideas, work will be done on grants.

For small expenditure ideas, such as programs for special needs kids, Carri said that corporations such as UPMC can provide grants for this. She added that the library could make an effort to emulate the Bethel Park schools, one of the best resources for parents of special needs children.

NEW BUSINESS

The Municipality said there were no applicants for their two vacancies on the Board. If someone resigns, the Board will call Dorothy Zarvis as they have determined that she is a good applicant.

After referring to Roberts Rules of Order and our Handbook, Paul Atencio concluded that that the current By-Laws are sufficient to support a vote for Board replacements.

ANNOUNCEMENTS:

The ACLA General Membership Meeting will be held on June 23rd at the Brentwood Library. Dave Wohleber has volunteered to represent and cast the vote for the BPPL.

MOTION TO ADJOURN:

Dick Rose motioned to adjourn at 5:32 P.M., seconded by Paul Atencio. Motion carried.

Respectfully Submitted,

Carol Robinson,
Recording Secretary