

**MINUTES OF THE BETHEL PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 3, 2009**

The regular meeting of the Bethel Park Public Library Board of Trustees was held on December 3, 2009. President Beverly McKee called the meeting to order at 4:30 P.M. The following eight (8) members of the Board were in attendance: Paul Atencio, Carri Czycewski, Georgiana Knaus, Beverly McKee, Ken Moir, Carol Robinson, Dick Rose, and Jill Shoemaker. Also in attendance were Library Director Christine McIntosh and Council Representative Lorrie Gibbons.

APPROVAL OF MINUTES:

Under President's Report, the minutes were corrected to read, "President Beverly McKee believes that the board should be evaluated annually and has gotten tools from Christine to accomplish this task."

Georgiana Knaus motioned to approve the minutes as corrected. Jill Shoemaker seconded the motion. Motion carried.

PRESIDENT'S REPORT:

Beverly noted that Carol Robinson is leaving the Board as of the end of December and said that she appreciated her service over the last 10 years. Beverly reminded the board that as of January, board meetings will begin at 7:00 P.M.

TREASURER'S REPORT:

Director Christine McIntosh reported for Treasurer Dave Wohleber that as usual State Aid is front ended. Expenditures are fairly in line with overages in Programming and Public Relations but the extra income from Fundraising basically makes it a wash.

The check from PNC was received and deposited in First Federal this month. There was no motion to approve the report.

DIRECTOR'S REPORT:

Director Christine McIntosh said that she will update her colorful graphs quarterly. In addition to the graphs, Christine reported on the Fall Vendor Fair results. Income was \$1,114.50, expenses were \$432.40, and the net income was \$682.10. There was good feedback from the 17 vendors and there was also a Bake Sale and Basket Raffle which netted \$429.50. The biggest expense was an Ad fee of \$276.00 for three (3) weeks from the Almanac which may result in a two (2) week commitment for next year.

RAD approved the ACLA revised formula for one (1) year but wants additional work on the formula with an emphasis on looking at local income.

The revised formula allows the BPPL to receive about \$9,000 more than in the original budget.

COMMITTEE REPORTS:

Strategic Planning:

Carri Czyzewski reported on a very productive meeting and will send copies of the minutes to all board members. One more meeting is planned for January and results will be presented to the board.

Fundraising:

Paul Atencio reported on their meeting for the spring event. The event will include wine, cheese, desert and entertainment tentatively called Literature and Libations or Sip, Savor, and Support.

Paul would like full board participation as well as support from Municipal Council, the School Board, Friends of the Library, and library staff. A list of basket themes will be provided to board members at the next meeting and will be considered your donation for the event. Board assistance will also be needed to sell tickets. Full plans will be available for the next board meeting.

Paul will attend the Friends of the Library meeting on the 7th to introduce himself and enjoin their participation as well.

GIFTS:

Donors:	In Memory/Gifts:	Amount:
Your Election Board Staff	Agnes D. Furin	\$ 40.00
Bill Lee	David Peet	25.00
Charles N. Hartman	Donation	25.00
Anne Smith	Edward Marnik	25.00
William Edward Smith	Edward Marnik	25.00
Compulsive Eaters Anonymous	Donation	20.00
Marianne Marnik	Edward Marnik	25.00
The Perez Family	Beverly Krchmar	10.17
Daniel and Arlene Stadler	Donation	<u>25.00</u>
	Total:	\$ 220.17

MUNICIPAL REPORT:

Representative Lorrie Gibbons reported that light up night was last night, the municipal budget is done, and all members were re-elected and will be sworn in on January 4, 2010.

OLD BUSINESS:

The Nominating Committee will interview Alice Sande Spataro at 6:00 P.M. tonight.

The board focused their discussion of the Evaluation forms on areas that needed improvement such as:

- The need for 100% board participation in library donations
- Power Library education, possibly presented by Rob, Christine or Beverly
- Orientation and training of new board members (# 5) needs work. Excellent board training is held in April in Warrendale for two days.
- The duty of the Board is Fiduciary and Governance, not micromanagement.
- Members may need to volunteer for more than one committee and meet with that committee as often as necessary, not just once a month.
- Various ways to address urgent matters (#14) was discussed such as a library blog or a web page.
- There is no policy regarding prohibiting employees and members of employees' immediate families from serving on the Board (#19). This could be addressed with a Board Code of Ethics or Conduct rather than an addition to the By-Laws.

The budget for 2010 will be approved at the January meeting. After the Finance Committee meets and makes changes to the budget, Christine will send it to the board members for review.

The Nominating Committee submitted the following nominations:

President	Beverly McKee
Vice President	Paul Atencio
Recording Secretary	Jill Shoemaker
Treasurer	Dave Wohleber

The voting for new officers will be held at the January meeting.

The Friends of the Library is compiling a cookbook and each board member was asked to submit a favorite recipe at the next board meeting. January 15th is the deadline.

ANNOUNCEMENTS:

Anyone interested may attend the ACLA membership meeting at the Shaler Library at which they will approve the ACLA budget.

MOTION TO ADJOURN:

Motion to adjourn was made at 5:20 P.M. by Dick Rose, seconded by Paul Atencio. Motion carried.

Respectfully Submitted,

Carol Robinson, Recording Secretary