

**MINUTES OF THE MAY 2018 BI-MONTHLY MEETING  
OF THE BOARD OF TRUSTEES FOR  
THE BETHEL PARK PUBLIC LIBRARY  
MAY 3, 2018**

The May 2018 bi-monthly meeting of the Board of Trustees for the Bethel Park Public Library was held on May 3, 2018. Ms. Blostis called the meeting to order at 5:00 PM. The following were in attendance:

Elaine Blostis, President  
Barbara Harrold, Trustee  
Christy Smolak, Vice President

Dave Mueller, Trustee  
Jessica DiPrampo, Secretary  
Christine McIntosh, Director

**APPROVAL OF MINUTES:**

Ms. Smolak moved to have the March 2018 minutes approved. Ms. Blostis seconded the motion. Minutes approved unanimously.

**PRESIDENT’S REPORT:**

Ms. Blostis commented on the success of the Yinzers fundraiser, especially commending the staff for the support during the evening.

**TREASURER’S REPORT:**

Ms. McIntosh reported on the Library finances. She confirmed that the funds from the maturing CD were moved to the ICS account by the April 20 deadline. She clarified that Member costs noted on the financial reports include media subscriptions and Amazon Prime membership (library supplies)

**DIRECTOR’S REPORT:**

Ms. McIntosh reported on library news and events, including the hiring of a new instructional reference librarian (part-time). The recent book sale raised \$2200. It was noted that the next sale is scheduled for September 2019 so the money raised can be eligible for the Buncher matching funds. Take Your Child to Work Day had a large participation from the municipal employees’ children, which included demonstrations of the 3D printer and tours of the BPTV studios as well as the police station and public works buildings.

The National Library Legislative Day link is included on director’s report – board members can register to receive the webcast and talking points. Ms. McIntosh sent public comments and children’s artwork with the attending Allegheny County contingent that went to the national conference.

ACLA has brought in a consulting group headed by Sheila Washington to help develop a unified inclusion statement and policies. Her presentation included an overview of issues that are visible and obvious versus identifiers that are internal. To support this initiative, Ms. McIntosh has established a goal to increase circulation of books on diverse religions. A brief discussion on being aware of hidden biases ensued; a link to an online test at Harvard.edu to help identify personal hidden biases will be provided.

#### FINANCE/NOMINATING & CONTINUING ED COMMITTEES:

Ms. Bloskis delivered the Continuing Education report in conjunction with the Presidents' report. Ms. Smolak recently attended a continuing education board-specific conference, as did Ms. Harrold and Mr. Mueller. The sessions were agreed to be a valuable use of time committed to understanding better how ACLA works and how the board can improve and refine our function. Ms. McIntosh will re-send the link about the talking points on the upcoming conference. Ms. Bloskis emphasized the importance and urgency of the board advocating for the library more. She encouraged members to schedule time to meet with local legislators during this election year, particularly to address funding cuts.

She requested a summation from each participating board member of the main takeaways from each of their CE sessions.

Mr. Mueller reported on the session on the internet and the role of the library in the online information age and its function as a community meeting place. Ms. Harrold attended Board Bootcamp and learned about board management and non-profit organization issues. It was suggested that BPPL's bylaws could use a policy regarding the removal of a board member. Additionally, if action needs to be taken without a meeting, we need a bylaw that governs electronic votes/voting without a meeting. Succession planning for board leadership is a potential item to work on.

It was noted that Shawn Arbaugh needs to work on appointing a municipal member to the library board. Ms. McIntosh has a recommendation that they may act on.

#### FUNDRAISING COMMITTEE:

Ms. McIntosh reported on the American Girl tea party, which raised \$1100. She acknowledged the support of a lot of volunteers at this event (NHS students and Girl Scouts). The Yinzers fundraiser made \$3288. The board discussed changing to an earlier start time for the next event. People reported that they liked that there was no entertainment that they were obliged to sit and watch. Food stations were well received. The theme for the next event may be changed. A committee is needed to support sponsorships, raffle basket donations, and general event execution. The winner of the 50/50 raffle donated her portion back to library. The library will publish their name and the cookie contest winner as follow-up promotion.

#### STRATEGIC PLANNING COMMITTEE:

Ms McIntosh is working on updates previously discussed.

MUNICIPALITY REPORT:

No municipal report was available.

OLD BUSINESS:

Some money is coming from the Jefferson Regional foundation and is intended to be used for a 'storefront' to make separate meeting space.

NEW BUSINESS:

No new business was discussed.

ANNOUNCEMENTS:

The library will be closed on Sunday and Monday of Memorial Day weekend and subsequently closed on Sundays throughout the summer.

MOTION TO ADJOURN:

Ms. Bloskis moved to adjourn the meeting; Mr. Mueller seconded the motion. The meeting was adjourned at 6:05 PM.

The next meeting of the Board of Trustees will take place on July 12, 2018 at 5:00 p.m. at the Library.

Respectfully Submitted,

Jessica DiPrampero, Secretary