



The Board of Trustees of the Bridgeville Public Library held their monthly meeting on Tuesday, February 19, 2013 at 7:30pm in the Library Community Room, 505 McMillen St., Bridgeville, Pennsylvania.

Members In Attendance: Rebecca Wisbon, William O'Connor, Cindy Ghelarducci, Michael Aquilina, John Oyler, Patte Kelley, Pauline Bongartz

Others in Attendance: Jane Irwin, Kim Losego, Nino Petrocelli, Jessica Wolf, Donna Taylor, Mary Weise, Bruce Ghelarducci, Joe Colosimo

Visit from State Senator Matt Smith

State Senator Matt Smith and Lauren Hurley, his Director of Community and Media Outreach, briefly met with the board to express his support for public libraries and offer his assistance.

Call to Order

The meeting was called to order by Rebecca Wisbon at 7:34pm Eastern Standard Time, with Michael Aquilina recording the minutes. A quorum was present.

Approval of Minutes

Rebecca Wisbon noted that beginning this month, approved minutes of BPL board meetings will be available to the public through the library website.

William O'Connor made a motion to approve the minutes of the January 15, 2013 board meeting as written, with one correction to fix a typo. The motion was seconded by Cindy Ghelarducci and carried.

Director's Report

The Director's Report was reviewed as circulated.

Donna Taylor reported that an incident occurred on January 12, 2013, in which a patron attempted to steal a donation box from the premises of the library. The patron was pursued by a staff member, which led them to drop the donation box. The box was recovered by the staff member, but was damaged. The police were able to identify the perpetrator, and they will be taken to court for damages due to the broken box.

Rebecca Wisbon suggested that for the sake of safety, in case of any similar incident in the future, staff members should call the police and not attempt to confront the perpetrator directly.

Ms. Wisbon made a motion to accept the Director's Report as circulated. The motion was seconded by Patte Kelley and carried.

Treasurer's Report

The financial reports were reviewed as circulated.

Michael Aquilina made a motion to approve the Treasurer's Report as circulated. The motion was seconded by John Oyler and carried.

President's Report

The President's report was reviewed as circulated.

Rebecca Wisbon expressed her gratitude to State Senator Matt Smith for visiting the library, and to the finance committee for completing this 2013 budget.

Ms. Wisbon has been monitoring operating expenses and meeting with Donna Taylor in an effort to ensure that we keep expenses low.

Ms. Wisbon also noted that Greg Krock has resigned as a member of the Advisory Board, and expressed her gratitude for his service to the library.

Cindy Ghelarducci moved that the President's Report be accepted as written. The motion was seconded by Pauline Bognartz and carried.

Governance (Bylaws, Board Development)

Rebecca Wisbon indicated that there was no governance report this month.

Development (Fundraising)

The Development/Fundraising report was reviewed as circulated.

Joyce Heinrich continues to work on grant writing and fundraising projects. She is taking a grant writing class at the Carnegie Library of Pittsburgh this week.

Planning for the Taste of the Town fundraiser continues. We have commitments from two sponsors, Lowes and PNC Bank, and thirteen restaurant participants. Kim Losego and Jim Wisbon are coordinating entertainment, and Jeff Hilty is handling logistics.

The board discussed determining fees for use of the Community Room, as well as the costs associated with naming rights for parts of the library. This matter was tabled for discussion at the next board meeting.

William O'Connor made a motion to accept the Development report, with the understanding that the community room fees will be reviewed at the next board meeting. The motion was seconded by Pauline Bognartz and carried.

Building and Grounds

Rebecca Wisbon noted that we have had a few issues with heating and ventilation due to the recent high winds. There was a service call when a heating unit overheated, and it was noted that an access panel for the unit had been removed. It is possible that someone had broken into the unit to warm themselves or sleep in the unit. The lock combination has been changed and library staff/board members are keeping an eye out.

Ms. Wisbon also noted her concerns about air gaps in the corners of the building. She will discuss with Bill Grossman to see if we can address them.

Friends of the Library

Pauline Bognartz reported that in April, the Friends of the Library will be holding their annual Fashion Show, which is a major fundraiser. They expect attendance by about 200 people. They will also be holding their annual board meeting in April.

Joyce Heinrich noted that, due to more pressing fundraising work, she will be unable to assist the Friends with their Bag of Books sale.

Rebecca Wisbon made a motion to approve the Friends of the Library report. The motion was seconded by Michael Aquilina and carried.

Bridgeville Borough Council

Rebecca Wisbon attended the borough council meeting, joined by Joyce Heinrich, to advise them of the upcoming kick-off for our arts fundraisers.

Nino Petrocelli observed that the light at the flagpole outside the library is burnt out, and that he will ask the Public Works Department to see if they can replace the bulb.

Michael Aquilina reported that he and Cindy Ghelarducci have established a schedule to ensure that the board representation is present at Borough Council meetings as often as possible.

John Oyler made a motion to approve the Borough Council report. The motion was seconded by Patte Kelley and carried.

Finance (Budget)

William O'Connor presented the 2013 budget, as prepared by the Finance Committee, to the board.

Mr. O'Connor noted that we are budgeting for a \$55,800 loss, and identified several specific action items and recommendations from the Finance Committee.

- The Finance Committee recommends that the board review the library's investment policy. We are currently invested mostly in cash equivalents and making a 1% return on our investment.
- The Finance Committee recommends that the board develop a long-term capital/maintenance budget and establish a reserve account.
- The Finance Committee recommends that the board accept their proposed changes to raise pay and hours for library staff members.
- The Finance Committee recommends that the library resume operation on Mondays.
- The Finance Committee's proposals will cost the library an estimated additional \$21,000.

Rebecca Wisbon made a motion to approve the budget, which authorizes the library to spend money as budgeted, and puts the recommended increases in wages and hours into effect at the next payroll. The motion was seconded by John Oyler and carried.

William O'Connor made a motion to resume operations on Mondays effective March 4, 2013. The motion was seconded by Rebecca Wisbon and carried.

Old Business

Rebecca Wisbon has submitted the library's employee manual to Donna Taylor to be updated, as some information is no longer accurate due to the new facility.

Donna Taylor has requested assistance from ACLA in reviewing and updating the employee manual.

Ms. Wisbon will circulate red-lined copies of the revised bylaws to the board for review.

New Business

Kim Losego, representing the Arts Committee, reported that the Winter Margaritaville Concert, the first in our series of arts fundraisers, will occur on Saturday, February 22, 2013.

Approximately 100 tickets have been distributed, walk-ups are expected. A videographer is donating his time, as well as a photo booth. Iron City Beer has donated 4-5 cases of beer, and Kim Losego has donated a margarita machine and juice.

Donna Taylor has received permission from Washington Commons to allow patrons to park in their parking lot for the Winter Margaritaville event.

Joyce Heinrich reported that the Taste of the Town fundraiser will be held at the Bridgeville Volunteer Fire Department on April 14. The Savoy Truffle Beatles tribute band has been booked.

The arts committee is currently evaluating the possibility of a Pete Hewlett concert, a blues show, and a Jazz for Juniors program. They also requested details on the cost of opening the library on a Sunday, as they are evaluating the possibility of open mic events on Sundays.

Rebecca Wisbon attended the Carnegie Library of Pittsburgh's Moulin Rouge-themed social event and thought it was very fun, and a good model for future library events.

Joyce Heinrich sent two articles for review by the board, one with regard to how libraries need to make changes to stay relevant in their communities, and another noting that Pittsburgh is the 4th most literate city in the United States.

Adjournment

William O'Connor moved to adjourn the meeting and convene an executive session to discuss opportunities for partnership with other libraries. The motion was seconded by Michael Aquilina and carried. The meeting was adjourned at 9:04 pm.