

Bridgeville Public Library Board of Trustees Meeting - Minutes

November 18, 2025

7:00 p.m.

I. Call to Order – Meeting called to order at 7pm

II. Establishment of Quorum Board Members Attending: Colleen Miles, Jason Ferri, Evan Galimberti, Melissa Guiliani, Mark Burton, Melissa Manzo, Rachel Clark-Bogo; Absent: No one; Others Attending: Erin Weaver, Cindy Anderson

III. Public Comment (5 minutes per comment) - None

IV. Consent Agenda – Mark made the motion to approve, Jason seconded, all approved

- a. 10-25 Meeting Minutes* all approved
- b. 10-25 Financial Reports*
- c. 10-25 Bridgeville Forecast*
- d. 10-25 Bridgeville Utility Report*

V. Reports and Communication

a. Library Reports

i. Library Director* - Meeting with Senator Robinson's office was good, provided good information on where to look for funding opportunities. Colleen and Erin had reached out about having a social worker on site or visiting, not a possibility at this time. Received the Target giving funds. Have started receiving responses to the mailing - \$450 so far, from new and lapsed donors.

ii. Youth Services* - no report

b. Bridgeville Borough Report* - Borough increased its contribution to the library by \$5,000. Jason mentioned that the Borough's long-term goal is to be able to match the Library's annual mortgage payment. Cindy thinks that all the recent press about how public and art institutions have been losing funding has helped raise awareness of how these organizations operate. Colleen has also noticed those increased conversations.

c. Friends of the Bridgeville Public Library* – Cindy: not much to update since last meeting; 12/12 is the holiday happy hour; 12/13 is childrens' day.

d. Building / Maintenance – Combustion came out and found an airflow issue; worked on the unit – replaced belts and filters, has made a positive change in the temperature.

VI. Old Business

a. Financial projections – Evan will update all the numbers and send out after the meeting. Evan recommended that donations received from the 2024 mortgage campaign should be applied to the current principal on the mortgage. Jason made the motion, Melissa M. seconded, all in favor.

b. 2026 budget review – Erin confirmed the numbers with Shelley. Shelley provided the loan interest and bank numbers. Most are the same as what we reviewed last month. RAD and state numbers were finalized. Mark made the motion to approve the 2026 budget, Evan seconded, all in favor.

c. Bylaw review -

i. Board Composition* - Creates an advisory board if more than 7 people are interested in being involved; would place nonresidents on the advisory board and pull from the advisory board to fill board vacancies. President of the Friends will be on the advisory board as the Friends are critical fundraisers for the library. Mark made the motion, Jason seconded, all in favor.

ii. Vacancies* - If someone retires/resigns, the Board will pull from the at-large members first, then advisory board to fill the vacancy. New members must be library card holders in good standing, have deep interest in objectives of the library, and have time available to fulfill their responsibilities to the Library. Jason made the motion, Melissa M. seconded, all in favor.

iii. Vetting new members* - This is an appendix to the bylaws and defines the process for vetting applicants. This will be a working document. Mark asked if the informal reference check was necessary as some good people may not be known to the voting members. Resumes may be collected as part of the application process. Everyone in agreement that we will use this process going forward.

VII. New Business

a. Officer elections –

- i. President - Jason nominated Colleen to continue as president, Mark seconded, all in favor.
 - ii. Vice President - Colleen nominated Jason to continue as vice president, Evan seconded, all in favor.
 - iii. Treasurer – Colleen nominated Melissa G. as Treasurer, Jason seconded, all in favor. Colleen will set up a meeting to get Melissa G. added to the bank accounts as a signor, and to add Erin as a viewer of the account. Colleen will also get Melissa G. login credentials.
 - iv. Secretary – Melissa M. nominated herself, Jason seconded, all in favor.
- b. Local Share Account application and resolution* - Erin the funding is from PA, through gaming revenue that supports projects in the public interest. Projects must cost at least \$25,000. Applying to replace the rest of the HVAC controllers – expected to cost \$54,000. Application requires a resolution that must be signed by Secretary, certify that in support of the application. Closes at the end of November. If this grant is not received, Colleen suggested we apply for a keystone grant to cover the HVAC costs. Erin is requesting a 3-year warranty on the new controllers.

VIII. Other / Future Agenda Items

- a. Mark – SVBONY has a program that provides telescopes to schools. Mark will try to get a kit for the Library.

IX. Adjourn – Mark made the motion, Jason seconded, all in favor. Meeting ended at 7:40pm.

X. Upcoming Meetings / Events

- a. Friends of the Library – December 2, 2025, at 5:45 p.m.
- b. Winter Blast – December 5, 2025, at 6:30 p.m. - 8:00 p.m.
- c. Bridgeville Borough – December 8, 2025, at 7:00 p.m.
- d. Holiday Happy Hour – December 12, at 7:00 p.m.
- e. Family Fun Day – December 13, at 10:00 a.m. - 4:00 p.m.