



Bridgeville Public Library
Board of Trustees Minutes
For October 21, 2025

I. Call to Order

II. Establishment of Quorum: Board Members Attending: Colleen Miles, Jason Ferri, Melissa Guiliani, Mark Burton, Melissa Manzo, Rachel Clark-Bogo; Absent: Evan Galimberti; Others Attending: Erin Weaver, Cindy Anderson

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

IV. Consent Agenda

- a. Sept-25 Meeting Minutes* Motions: Mark, Jason; All approved
- b. 08-25 Financial Reports*
- c. 08-25 Bridgeville Forecast*
- d. 08-25 Bridgeville Utility Report*

NOTES: financial documents look good; PNC money market closed, all funds moved to Brentwood; Jason & Colleen to coordinate a time to go to the bank to get digital access to the account; will reach out to McDivitt

V. Reports and Communication

a. Library Reports

- i. Library Director* raised \$17,875 in September, \$9,678 was eligible for the Buncher match; participating in Target Circle – received 43,190 votes, library received \$3,221.51 (no work involved on part of the library); Kerry, the teen librarian has resigned, Erin will be looking for a new teen librarian and is working on the job description
- ii. Youth Services* no report

b. Bridgeville Borough Report* no updates

c. Friends of the Bridgeville Public Library \$1,097 raised with book sale; raffle \$1,820 raised (trivia helped with that total); total in Treasury \$1,800 – may be able to donate to the library before year's end; party on Friday evening – free, children's event, have some young volunteers helping, 6-8pm; trunk or treat next Thursday have 300-400 gently used books to pass out, and have some coloring books as backup; trees – think about if anyone wants to do a tree – setup on November 30th, family friendly themes; happy hour by the fireplace Friday 12/12, will have a small holiday trivia (Colleen); Sat 12/13 is the all day family friendly event

d. Building / Maintenance controller for community room is broken, has been ordered; there is some \$ left in HVAC grant budget – when they come to fix the community room they will evaluate what else can be fixed within that grant

VI. Old Business

a. Mortgage - New mortgage with Brentwood Bank – 15 year term; money market has a great interest rate 1.75% APY; Joe V suggested a money market/checking account which would bump the interest rate to 2.75% but ACLA fees would offset the additional interest. Checking would have had to have additional \$10k to gain the additional interest, will be hard to manage. Jason & Colleen to schedule time to set up digital access to the money market account. Need to reroute the McDivitt trust to Brentwood Bank rather than PNC – Erin to provide a contact person. PNC to give a credit, nearly \$20k. Evan suggested that we sit on the money for now, until a proper financial forecast is done (see Evan's email), rather than paying down the mortgage. Jason – waiting until next month is wise; mortgage campaign funds – should go to the mortgage; Colleen suggested they be used for the mortgage in the event there is a large expense out of the operating budget that impacts ability to pay the mortgage.

b. Bylaw review - Residency requirement – there is no current requirement; proposed that of the 7 voting members, 5 be Bridgeville residents (these were the historical bylaws – Mark); if community impacting decisions have to be made in the future (like closing the library), Bridgeville residents should make those decisions; Jason made a motion to accept the Proposed Wording (simple majority are Bridgeville residents and board is at least 5 but no more than 7 members); a teen advisory board may help generate younger interest in future board service; decided to table until November for voting.

Board meeting attendance (added to tonight's agenda) – Colleen proposed new language based on other local library bylaws. Mark made the motion, Jason seconded, all members agreed.

VII. New Business

a. Gas and electric rate cost communication - 24 months 7.691 rate (current 10.54) was suggested

b. AGI Cost Communication - snow plowing; prices have increased annually – Erin solicited another quote from a South Fayette company, that was much higher; \$120 plowing/salting + \$90 for sidewalks (last year was \$85 + \$75)

- c. Trivia Night Fundraiser debrief/reflections - Jason suggested teams be 2-6 people, and flat \$100/team; add an extra round or two; Erin & Colleen disagreed - \$100/table may turn off regular patrons; will likely need a new venue and price will likely increase to \$25-\$30pp; will be held in September every year; board to pick a date and let Cindy know; total of \$3,740 raised (\$1,100 in ticket sales)
- d. Bridgeville 125th anniversary - Erin talked to Pat DeBlasio, Pat interested in the library participating, asked what the library wants to do; Erin found in her research an opportunity to partner with the historical society to have a display of Bridgeville photos through time; will run Saturday – following Sunday; July 18th-25th ; they are asking all Bridgeville nonprofits to attend the meetings (next Tuesday at 7pm, upper floor of the Bridgeville American Legion)
- e. End of Year appeal - Erin wants to send an end of year mailing; Colleen knows a vendor who can handle the printing and mailing; can pull from the software people who registered for their library card at Bridgeville Library or can pull from past donors; will use the people who registered for their card at this library – will also be sent via email. Erin will send Colleen the mailing list
- f. 2026 budget planning - board needs to vote on this budget; ACLA needs next year; we can vote on the final version at November meeting; Erin earmarked more for e-resources; need clarification on the loan interest that Erin calculated; will review at November meeting – should have more clear numbers on RAD, interest, and borough contributions

VIII. Other / Future Agenda Items

- a. Officer elections - Officer elections will be next month, Colleen to send an email prior to next meeting; actively seeking a new board member, let Colleen know of anyone interested

IX. Adjourn - Motions: Jason, Melissa; All approved

X. Upcoming Meetings / Events

- a. Halloween at the Haunted Library – October 24, 2025 at 6:00pm
- b. ACLA Board and General Membership Meeting - October 29, 2025 at 7:00pm
- c. Bridgeville VFD Trunk or Treat - October 30, 2025 at 6:00pm
- d. Friends of the Library - November 4, 2025 at 5:45pm
- e. Bridgeville Borough Council - November 10, 2025 at

7:00pm

- f. Board of Trustees - November 18, 2025 at 7:00pm