

Bridgeville Public Library Board of Trustees Meeting
May 21, 2024
7:00 p.m.

I. Call to Order

Meeting was called to order by Kerry Allen at 7:03 p.m.

II. Establishment of Quorum

Members in attendance: Kerry Allen, Colleen Miles, Evan Galimberti (via ZOOM), Jason Ferri, Melissa Manzo.

Others in attendance: Erin Weaver, Library Director; Cindy Capozzoli, Friends of the Library.

III. Public Comments

No public in attendance.

IV. Consent Agenda

A. 4-24 Meeting Minutes

B. March Financials

1. 03-23 BPL Forecast
2. 03-24 Bridgeville Balance Sheet
3. 03-24 Bridgeville Board and BPL
4. 03-24 Bridgeville Board Summary Split
5. 03-24 Bridgeville Board Summary
6. 03-24 Bridgeville Board Utility Report

Brief discussion about having ACLA accounting clean up finance reports once staff is set.

Motion to approve Consent Agenda made by Jason Ferri; Melissa Manzo seconded; all approved.

V. Reports and Communication

A. Library Reports

1. Library Director
2. Youth Services and Teen Services

All departments are in a pre-summer planning phase. Summer Reading Program will run from June-August. Other items of note: Carrie and Karen have wrapped up school-year outreach; PC replacement via EINetwork completed in late April.

B. Bridgeville Borough

C. Friends of the Bridgeville Public Library

Approximately 100 tickets were sold for the annual Fashion Show, however no official fundraising total has been made.

Panera Bread fundraiser on Tuesday, June 4 from 8:00 a.m.-8:00 p.m.

D. Building/Maintenance

Gutters have been cleaned by Bott Roofing. No more leaks have been reported since cleaning took place.

VI. Old Business

A. Fundraising Ideas

Letters to 15017 households and businesses are ready for mailing. It was determined that a letter with a return envelope will be produced for mailing. Colleen Miles will reach out to Jack O'Shea at Pittsburgh Mailing for a quote. Goal is to have the letters out in June.

Other ideas for fundraising suggested by Jason Ferri: 5K run/walk, Night at the Races event.

Jason Ferri will also begin to reach out to local elected officials in June.

VII. New Business

A. 2023 Year End Financial Review

This document has been received, and all information contained within it is okay. The library's 990 will come in late-summer.

B. PC Port Replacement and Wiring

During April's PC replacement, technicians suggested replacing ports and wires. A quote and suggested work order was provided by Spartan Communication Cabling.

Jason Ferri made a motion to approve funding the work on replacing the ports and wiring of the library's patron computer section; Kerry Allen seconded the motion; all approved.

VIII. Other/Future Agenda Items

IX. Adjourn

Colleen Miles made a motion to adjourn the meeting at 8:00 p.m.; Melissa Manzo seconded; all approved.

X. Upcoming Meetings/Events

- A. Friends of the Bridgeville Public Library-June 4, 2024, at 5:45 p.m.
- B. Panera Spirit Day Fundraiser-June 4, 2024, 8:00 a.m. to 8:00 p.m.
- C. Bridgeville Borough-June 10, 2024, at 7:00 p.m.
- D. Day on the Avenue-June 15, 2024, at 11:00 a.m.
- E. Board of Trustees-June 18, 2024, at 7:00 p.m.
- F. ACLA General Membership Meeting-June 25, 2024, at 7:00 p.m.