

***Mt. Lebanon Public Library***  
***Board of Trustees***  
***Meeting Minutes***

Tuesday, July 20, 2021 at 7 pm

**I. Call to Order:**

Evan Jones called to order the regular meeting of the Mt. Lebanon Public Library Board of Trustees Meeting at 7:01 pm on July 20, 2021 as a virtual Zoom meeting.

**II. Members Present:**

- Evan Jones
- Lorna Kearns
- Christine Menand
- Mary Menk
- Marcia Taylor
- Robyn Vittek, Staff
- Eileen Jacobs, Observer from the Friends of Mt. Lebanon Public Library

**III. Approval of Agenda Items and of the minutes from the previous meeting:**

Having reviewed the agenda items and the previous meeting's minutes before the current meeting began, both the agenda items and previous minutes were unanimously approved.

**IV. Comments from Observers:**

Eileen Jacobs of the Friends reported:

- Book Cellar is open three days a week for now until they are sure of their volunteer situation. Patrons have expressed gratitude that they are back and there has been a great deal of donating. Their daily financial intake is about double what it was before they closed.
- Online book store is still open but they are not sure how long that will last since the same titles that they have online are the same as the ones in the store.

Robyn Vittek reported that there were no other citizen comments for this month.

**V. Commission liaison report, Leeann Foster:**

- Leeann Foster was not present so there was no Commission report.

**VI. President's Report, Evan Jones:**

- Evan mentioned initiating a discussion about next steps the Board might take now that the Strategic Plan is in place but he suggested that we wait until we have more board members in attendance.

## **VII. Treasurer's Report, Marcia Taylor:**

- Because the pandemic changed had so much of an impact on library usage in 2020, Marcia suggested, regarding the statistics report, that we might want to compare the monthly statistics report to 2019 rather than 2020, at least for some months.
- Revenues right now are right where they should be, i.e., we are about halfway through the year and the revenues are at about 48%. Expenditures are lagging behind just a little bit, at 46%. Marcia noticed that payroll expenditures were down and Robyn explained that, even though we are now at full staff, there were several months at the start of the year when we had several open positions.
- Service level report.
  - Marcia explained that service levels are additive. Every level provides a list of services. Each level above that adds services to that list. All levels subsume the services listed in previous levels. In the past, service levels were described by the number of hours the library was open. The current narrative assumes that the most basic level would be the exclusively virtual level, as we had during the height of the pandemic.
  - Robyn explained that the development of the current model, which includes five levels, was based on real-life scenarios that took place last year as services had to be scaled back. She thinks this is a more accurate reflection of what would really happen if our budget had to be cut back for some reason. We've always been funded at a generous level that allows the library to be open 68 hours a week. However, we will be asking for \$15,000 more for e-resources because our e-resources will be 24% higher next year. Robyn wants to call the Commission's attention to this because this number will continue to climb.
  - Marcia suggested that the gap between level 1 (all virtual) and level 2 (some in-person) should be expanded in order to proactively address a possible perception that the budget request for level 1 is too high.
  - Marcia made a motion to approve the service level narrative as it is presented. Chris seconded. The board approved unanimously.

- Mary motioned to file the financial report for audit. Marcia seconded and the board approved.

#### **VIII. Director's Report, Robyn Vittek:**

- Summer Reading Group going strong until it is over on Aug. 7.
- Website redesign team met today. Working with Civic Plus to increase accessibility, ease of use, and to be ADA compliant.
- Access controls project is getting wrapped up. Soon everyone will have key fobs instead of old-fashioned keys.
- Construction on the roof is still going on.
- PA Library Association Conference, Sept. 27-29, has a special rate if you send 10 board or staff members. Robyn asked if we would like to attend since she has to pay the same amount for 7 people as for 10. The conference is described at this link: <https://www.palibraries.org/page/2021VirtualConferenceDetails>.

#### **IX. Committee Reports**

- **Governance Committee, Mary Menk**
  - They reviewed the fine-free approach and approved the initiative.
- **Fund-raising and Event Committee, Chris Menand**
  - Chris met recently with Robyn to discuss items and issues that fall within this committee's domain. She said she would be meeting with Robyn and Marina in August to discuss the Garden Tour.

#### **X. Old Business:**

- a) Sunday hours (1-5) will resume August 1.
- b) They will be posting a part-time library clerk position because one of the current clerks will be retiring.
- c) As fall approaches, she will discuss with her staff what their strategies will be for dealing with the after-school influx of students. Robyn mentioned sending a letter out to school parents. Mary suggested that she might want to compose something that would be shown on Curriculum Night in the schools.

#### **XI. New business**

- a) Because of COVID, some libraries stopped collecting fines. Most major cosmopolitan libraries have now become permanently fine-free. In regard to fines, the traditional view is that fines bring materials back to the libraries but Robyn is saying, based on her reading, the main thing fines do is prevent lower-income families from using the library. Traditionally, fines make up 2-3% of our revenue. Before COVID started, the libraries in the county went to automatic renewals and six renewals (vs. two). With these new policies in place, there would not be that much revenue anyway. They will still bill patrons if books are unreturned after their final due date and the patron will be responsible to replace the book. This is taken care of by a collection agency. Robyn thinks the fine-free approach will be a way to attract new users. Mary motioned to adopt the fine-free policy. Chris seconded. All approved.

## **XII. Advocacy Moment:**

Everyone shared what they have been reading and viewing on television this past month.

## **XIII. Adjournment:**

Evan Jones adjourned the meeting at 8:06 pm.

Minutes submitted by: Lorna Kearns

 Recoverable Signature

X Lorna Kearns

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Lorna Kearns

Signed by: 91f946c5-8ea7-46eb-9c91-69677e171802