**Community Library Association**

**Board Meeting Minutes**

**Monday, November 18, 2024**

**Board members in attendance:** Steve Lackey, Dave Bennett, Megan Shaw, Heidi Brayer, Kate Vavpetic, Sandie Enders

**Staff members in attendance:** Jill McConnell

Meeting called to order at 7:02pm.

Motion to approve the minutes from the two previous Board meetings. Dave motioned. Sandie seconded. Approved.

**1. Governance:**

Motion to approve Kate Vavpetic as the new Secretary. Approved.

Steve noted that Florrie has resigned. Suman's term expires in February. A public notice was posted for the Fox Chapel vacancies. There are four to five applicants for the open positions. The Governance Committee will conduct interviews during the week after Thanksgiving.

Sandie noted that Susan will step down as VP after her term ends this year. Next year will be Steve's last year as President. Looking ahead to our annual meeting in March, we should consider appointing someone as VP who can shadow Steve and eventually step into the President role.

Sandie and Jill will bring one library policy per month to the Board for review, hopefully starting in January, in an effort to ensure every library policy is regularly reviewed. Each policy will have been reviewed and vetted by the staff.

**2. Treasurer's Report: Dave Bennett**

**YTD Financials (see attached).**
Update on professional accounting help: Dave and Megan have identified and contacted three accounting companies to provide advisory and supervisory services to ensure consistency in accounting and record keeping. Jill and her staff currently spend time preparing financial reports, etc. and it would be better if outside professionals relieved that burden from them. Dave has received two proposals thus far and the cost for an initial consultation and transition period, plus ongoing monthly support ranges from about $350 to $2000/month. Dave will update the Board at a future meeting.

**2025 Draft Budget**
Lengthy discussion of the draft budget. The proposed budget holds expenses flat or reduces them, and assumes a modest increase in revenue, but still leaves a deficit. The Finance Committee proposes that either the Board approve a budget with a projected deficit, or support a budget with significant reductions in personnel and programming. Some municipalities have already agreed to increase their funding support for 2025, but O'Hara has not yet confirmed. Even these additional funds will not fully

reduce the deficit.  The Finance Committee supports a zero deficit budget.  Actions: Jill will continue to seek savings to arrive at a balance budget. Kate will reach out to the FCASD School Board President to ask for a meeting with Dave, Heidi, and Jill to explore funding support from the District.

**3. Director's Report (Jill McConnell)**

Breakfast with the Grinch sold out quickly!  Nadine was able to increase the available spaces to 75 from 60 to accommodate the interest.

The Board suggested having Nadine approach local businesses and the FCASD PTO's from each school to explore sponsorship levels for each event this coming year.

**4. Capital Campaign Update (Steve Lackey)**

On hiatus.  Funds raised are closing in on $1.5million. We have received the $650K grant and are waiting for the Keystone approval/award which will be announced in January/February 2025.

5. **PNC Stock Liquidation (Heidi Brayer**)

Heidi asked for clarification from Steve about why the stocks were liquidated.

No other business.
Nothing for Executive Session.

Meeting adjourned at 8:22pm.

Respectfully submitted,
Kate Vavpetic
Secretary