

MARY H. WEIR PUBLIC LIBRARY

AGENDA

Board of Directors Meeting

September 17, 2026
4:30 PM

Members	Mark Heilman Janice McSherry Nathan Mazur Molly Mossor Ken Wright <i>Also in attendance:</i> Phil Neilson, executive director Lee Ann Hawthorne, business manager
Call to Order 4:30 p.m.	Review of minutes from August postponed until next month.
Follow up	Welcome new business Manager Lee Ann Hawthorne
Financial Report	Fiscal Year 26-27 report to date Full financial picture update GIA update - As of 9/15, still waiting on Q1 GIA funds Financial structural requests/suggestions - Online statement access in Wesbanco online banking - Switching to payroll management via Quickbooks instead of ADP
Compliance Matters	Reports to be made to the State of WV: - The Bibliostat (annual report) status - New Bibliostat software (Concourse) has been approved by the state, it should open in early October and be due by early November. - Establishing legal entities for the Library, the BOD and Friends of the Library - Janice is working on this, no updates this meeting
Capital Improvements, Equipment and Special Projects	Status of Phone system upgrade - Review quotes from Full Service Network, Atlantic Telecom, and Vantage Unified Communications Roof replacement - Should be complete Fri 9/18 - Change from original quote: 8 additional roof drains need to be replaced (6 originally quoted), about \$800/drain for parts & installation - \$6,400 increase Back up battery cabinet removal - Basement cabinet removed/batteries disposed; they will remove the upstairs one soon. - Remaining work: back up power for fire system, back up power for emergency lighting. Branding Project: Design and install the Library's primary sign and related signage - Landesberg Design (Pittsburgh-based)

	▪ Proposal: \$8,000, including strategy & institutional identity development and logo design. ○ Turner Studio (Chicago-based) ▪ Proposal: \$10,500, including strategy & institutional identity development and logo design PLUS ready made graphics for signage & flyer templates. ○ <u>Very similar quotes (the second one is more because it includes more designed products); but Landesberg has specific library experience (Carnegie Library of Pittsburgh) and is local to our area.</u> ● Masonry on Walnut street/side entrance: ○ City public works staff have started repairing/reinforcing the brickwork. They will continue to work at it as they have time between longer jobs. ● Other projects (no further updates yet) ○ Consideration of a Keypad lock system ○ Tree health assessment, removal, and replacement ○ Front steps and ramp ○ Elevator
Personnel	● Additional staff positions to be hired ○ Assistant director ○ Two part-time positions ■ Needs: literacy educator, makerspace educator
Director's Comments and Requests	● MakerSpace proposal
Staff Recognition	● Welcome to new business Manager Lee Ann Hawthorne!
Executive Session	● As needed