



## Board of Trustees Meeting September 1, 2020

**Present:** Amber Osborne (Swarthmore Public Library Director), Betty Dowling (Friends of Swarthmore Public Library), James Banko, Rebecca Carovillano, Bridget Doherty, Laura Hunter, Stephen Imbriglia, Ellen Kornfield, Laura Kosmalski, David Langdon

**Absent:** Beth Brown

**Meeting Called to Order:** Remote meeting via Zoom began at 7:32PM, James Banko presiding.

**Friends of the Library Report:** Betty Dowling reported that the Friends anticipate there will not be a fall book sale this year. The Friends have sent out a special request to solicit funds to cover the expected shortage. Additionally, they are considering an online auction with a goal of raising \$25,000. This event would occur in January 2021. They have created a committee and Rob Borgstrom of Warehouse3 is helping with the effort. The Friends are actively seeking item donations for auction from the community, each with an estimated valuation of at least \$100.

**Approval of June Meeting Minutes:** Laura Kosmalski moved to approve the minutes. David Langdon seconded. All in favor. Motion carried.

**Library Director's Report:** Report received. Amber Osborne reported that staff has been back in the building since June. The library is very busy. Patrons are now allowed to enter the building by appointment. Approximately 2,500 items have been lent via contactless pick up. Courtesy of a grant, the wifi has been expanded beyond the library's walls.

Digital material use has risen dramatically over the last few months. This trend is likely to continue into the foreseeable future.

Interviews are underway to fill a staff vacancy.

Discarded items are being sold via a bag sale out front of the library. So far \$500 has been raised.

### Committee Reports:

#### a. Finance:

- **Expenses:** June expenses: \$23,960.33 and July expenses: \$23,680.21: Rebecca Carovillano pointed out a few unusual line items for July, the Hoopla payment

was made in early August and \$3,550 in interest income were posted from two CD accounts. Bridget Doherty moved to accept the June and July reports and vendor summaries. Laura Hunter seconded. All in favor. Motion passed.

- **Fundraising:** As mentioned earlier, \$500 was raised by the curbside discards book sale. Rebecca mentioned that the originally planned Escape the Room event has been canceled. Coop gift cards continue to be available for purchase on the library's website.
- b. **Personnel:** Amber discussed some modifications of staff responsibilities, hours, and duties.
- c. **Nominating:** A "Letter to the Editor" will be sent to *The Swarthmorean* in October to advertise the anticipated Board of Trustee vacancy.
- d. **Strategic Planning:** Nothing to report.
- e. **Development:** Nothing to report.

#### **Delaware County Libraries (DCL) Board meeting report:**

- a. August 6 via Facebook Live, Ellen Kornfield attended: Ellen will email a summary of highlights from the meeting.
- b. October 1 at Marple, Laura Kosmalski to attend.

#### **Old business:**

- a. HVAC update: Jane Billings reached out to the HVAC Company, Oliver. Since then, one of the library's HVAC filters has been replaced with the highest grade filter available. The air filter of the other HVAC system (which services the library offices) is unable to be upgraded. To compensate, a smaller portable air filter runs in the office and staff continues to follow social distancing protocols, mask wearing, limiting interactions, and maintaining personal workspaces. The Board commended Amber for doing everything reasonably possible to protect staff and patrons.

#### **New business:**

- a. **Funding Request:** The annual request is due to Swarthmore Borough. The library is requesting a 4% increase from 2020's borough contribution for a total of \$192,400. Bridget moved to approve the borough funding request. Ellen seconded. All in favor. The motion carried.

**Our next meeting will be Tuesday, October 20 at 7:30PM.**

**Adjournment:** Bridget moved to adjourn the meeting; Laura K. seconded. All in favor. Meeting adjourned at 8:21PM.

**Submitted by Laura Hunter**